

# CHR008 Parental Leave Policy

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# Parental Leave Policy

## Introduction

An employee is entitled to up to 18 weeks' unpaid parental leave per child if they are the birth or adoptive parent of a child who is under 18 years of age.

"parental leave" (also referred to as "ordinary parental leave") should not be confused with "shared parental leave" or "paternity leave". The organisation has separate policies for these.

## Parental leave

Employees will be entitled to a maximum of 18 weeks' parental leave to be taken up until the child's 18th birthday.

Employees may not take ordinary parental leave in blocks of less than one week (unless in relation to a child who is disabled and in receipt of Disability Living Allowance or Personal Independence Payment).

Employees may not take more than four weeks' leave in respect of any individual child in any year. For these purposes a year is the period of 12 months beginning when the employee first becomes entitled to ordinary parental leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

During parental leave, the employee will remain employed, although pay and most contractual benefits will be suspended. The right to accrue statutory holiday entitlement will, however, remain in place. Certain other terms of employment will remain in force.

## Requesting parental leave

The employee must give proper notice of the period of leave that they propose to take. This notice must be given to the IMS Manager, at least 21 days before the date on which leave is to start, and must specify the dates on which the period of leave is to begin and end. The employee should also produce evidence of parenthood or parental responsibility. This could be in the form of a birth certificate or adoption papers.

The organisation may postpone a period of ordinary parental leave (other than where parental leave has been requested immediately after childbirth or immediately after placement for adoption) where the organisation considers that its business would be unduly disrupted if the employee were to take leave during the period requested. In such a case, the organisation will allow the employee to take an equivalent period of ordinary parental leave beginning no later than six months after the commencement of the period originally requested. The organisation will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the employee to take parental leave. Such notice will be given no more than seven days after the employee's notice was given to the organisation.

## Return from parental leave

An employee who returns to work after a period of ordinary parental leave is entitled to return to the job in which they were employed prior to the absence if it was an isolated period of leave lasting four weeks or less. If the period of parental leave followed on immediately

from another period of statutory leave, the employee's right to return depends on the length of leave taken.

The employee has the right to return to the same job if the ordinary parental leave was the last of two or more consecutive periods of leave that did not include:

- a period of ordinary parental leave lasting more than four weeks; or
- any period of statutory leave that, when added to any other period of statutory leave (excluding ordinary parental leave) taken in relation to the same child, means that the total amount of statutory leave taken in relation to that child totals more than 26 weeks.

An employee who returns to work after a period of ordinary parental leave that does not fall into the above description, for example because it follows ordinary and additional maternity leave lasting more than 26 weeks, is entitled to return to the job in which they were employed prior to the absence, or, if that is not reasonably practicable, to another job that is both suitable and appropriate in the circumstances.

### **Review**

This procedure will be periodically reviewed and made available to all staff (on the Works Canteen Noticeboard and via the QR link displayed in the Canteen). Any amendment to it will be notified to employees by memo / noticeboards.