

FAMILY LEAVE: PARENTAL LEAVE POLICY AND PROCEDURE



Policy Schedule		
Policy owner and lead	ODHR: HR Policy Manager	
Consultation	Trade unions	Date
	Employee engagement forum	Date
	CMT	Date
	CCF	Date
Approving body	Employment & Appeals Committee	
Date of approval		
Date of implementation		
Version number	Version 2:01 (January 2017)	
Related documents	Family Leave Policies: <ul style="list-style-type: none"> • Paternity Policy • Adoption, Surrogacy, Fostering Policy • Maternity Leave Policy • Shared Parental Leave • Flexible Working Policy 	
Review interval	Three yearly (December 2019)	

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1. Introduction

- 1.1 The right to unpaid parental leave applies to employees who have completed 1 year's continuous service with SBC and allows parents with a child born or adopted after 15th December 1999 to take unpaid parental leave to care for that child.
- 1.2 An employee has the right to take a total of 18 weeks' unpaid parental leave for each child under the age of 18 until the child's 18th birthday.
- 1.3 An employee who is the parent of a child placed with them for adoption each have a legal right to take up to 18 weeks' unpaid parental leave until the child's 18th birthday.
- 1.4 The parents or adopted parents of a child who has been awarded disability living allowance or personal independence payment are each entitled to take up to 18 weeks' parental leave until the child's 18th birthday.
- 1.5 The limit on how much parental leave can be taken in a year is 4 weeks.
- 1.6 Leave may be taken straight after the birth or adoption or following a period of maternity leave.
- 1.7 Normally parental leave should be taken in blocks of 1 week, with the exception that the parents of disabled children can take leave in multiples of 1 day.
- 1.8 A "week" equals an employees normal working week e.g. if an employee works part time, 3 days per week, then a week is equal to 3 days.

2. Eligibility

Eligible employees can take unpaid parental leave if they comply with all of the following;

- Have 1 year's continuous service with SBC
- Be named on the child's birth or adoption certificate
- Have, or expect to have, parental responsibility
- Is not an agency worker or contractor
- Is not a foster parent (unless parental responsibility is secured through the courts)
- Has a child who meets the entitlement criteria above

3. Notification

- 3.1 Employees must give 21 days' notice before their intended parental leave start date. (If they or their partner are having a baby or adopting a child, the notice period is 21 days before the week in which the baby or child is expected or placed).
- 3.2 Employees must confirm the start and end dates in their notice.
- 3.3 It may be necessary for parental leave to be postponed if it is considered that the employee's absence will unduly disrupt the operation of the department. In this case, the line manager will provide written notice to the employee explaining the reason why and suggesting a new date within six months of the requested start date.
- 3.4 Leave cannot be postponed if:
 - the employer does not have a significant reason for the delay,
 - it is being taken by the father or partner immediately after the birth or adoption of a child, or
 - it means the employee would no longer qualify for parental leave e.g. postponing it until after the child's 18th birthday

4. Applying

- 4.1 To apply for parental leave the employee must complete **Form A: Parental Leave Request Form**, [insert link](#)
- 4.2 Provision of an original birth or adoption certificate is required.
- 4.3 The line manager will sign the form and return to the employee for safekeeping.
- 4.4 Employees must record any agreed parental leave for each child on their Leave Record. This record must be maintained by the employee and must record each parental leave request agreed by the line manager.