

# Parental Leave

## 1. The Purpose

This policy sets out the rights and responsibilities of employees who wish to take parental leave.

## 2. The Principles

The principles of the policy are to:

- support a healthy work/life balance culture in the FC, where employees can take time off for caring responsibilities;
- support the FC's equality and diversity agenda;
- comply with the statutory provisions regarding parental leave; and
- continue your contract of employment and your contractual benefits, with the exception of pay and pensionable service, if you take a period of parental leave.

## 3. The Policy

If you have at least one year's continuous service you are entitled to up to 13 weeks' unpaid parental leave (pro-rata for part-time staff) per child if you:

- are the parent of a child who is under 5 years of age;
- have adopted a child under the age of 18 (the right to parental leave lasts for a period of 5 years from the date of the adoption or until the child's 18<sup>th</sup> birthday); or
- have acquired formal parental responsibility for a child who is under 5 years of age.

If you are the parent or adoptive parent of a child who is receiving a disability living allowance you are entitled to up to 18 weeks' unpaid parental leave, which can be taken up the child's 18<sup>th</sup> birthday.

The purpose of parental leave is to take time off work to look after the child, make arrangements for the child's welfare or simply to spend more time with the child.

Parental leave must be taken in blocks of at least one week (parents of disabled children can take shorter periods) and will usually be up to a maximum of four weeks per year. A year is the period of 12 months beginning when you first become entitled to parental leave for each child.

For information on applying for parental leave please refer to the [HR Procedure – Parental Leave](#).

Parental leave is different from Paternity Leave which provides paid leave for employees whose wife, civil partner or partner gives birth or where the other adoptive parent has elected to take adoption leave. For more information see [HR Procedure – Paternity Leave](#).

### 3.1 Your responsibilities as an employee

You are expected to:

- understand the eligibility requirements for parental leave;
- discuss your parental leave plans with your manager, providing the minimum notice requirements as detailed in the procedure;
- provide accurate information to your manager by completing the parental leave application form;
- manage and take responsibility for the handover of your current work, if necessary;
- keep records of the parental leave you have taken; and
- advise your manager as soon as possible if your circumstances change and you no longer meet the eligibility criteria for parental leave.

### 3.2 Your responsibilities as a manager

You are expected to:

- send approved parental leave application form to HR for action;
- write to the individual within 7 days of receiving their application form if their proposed parental leave is being postponed;
- consider requests for parental leave of over 4 weeks with regard to business requirements; and
- make sure there is a handover of current work, if necessary.

### 3.3 Human Resources responsibilities

Human Resources have responsibility for:

- giving advice and guidance on this policy and procedure and the statutory right to unpaid parental leave; and
- take pay and pension action on receipt of an approved parental leave application form.