

Parental Leave

1. Introduction

Parental leave provides parents with the right to take one or more periods of unpaid leave to look after your child, make arrangements for your child's welfare or simply to spend more time with your child.

2. Applying for parental leave

When applying for parental leave, you should do so in writing using the [Parental Leave Form](#). Where you are applying for a period of leave of up to 4 weeks, your form should be submitted at least 21 days prior to the date on which you intend your leave to start. If you are applying for a single period of parental leave for an eligible child which is more than 4 weeks long, you must give notice that is at least equivalent to the proposed length of your absence. Where you have more than one eligible child and wish to apply for consecutive periods of parental leave, you may give 21 days notice, although it is advisable to give as much notice as possible to allow your manager enough time to make the necessary arrangements to accommodate your absence.

Your manager will consider your application for a period of parental leave, taking account of the requirements of the business, and the likely impact of your absence. They will also consult the Unit Manager to ensure the impact on the wider team has been considered when reviewing your application.

Parental leave is unpaid and does not qualify for pensionable service so when your leave is approved your manager will forward the approved form to your dedicated HR Team to update your pay and pensions records.

2.1 Parental leave and maternity/adoption/paternity/shared parental leave

If you are on, or due to go on, maternity/adoption/paternity/shared parental leave, you can apply for a parental leave to extend the amount of time you have off to take care of your child(ren). If you are already on maternity/adoption/paternity/shared parental leave, you should ensure that you apply for parental leave no later than 21 days before you are due to return to work.

3. Postponing parental leave

Your leave can be postponed for up to 6 months if it is not possible for the business to accommodate your absence on the dates requested. Your manager will discuss any possible postponement with you and will send you written confirmation of the reasons within 7 days of receiving your leave application.

Your parental leave will not be postponed:

- Beyond your child's 18th birthday, as this would mean you would no longer be eligible for this leave; and / or
- If you are a father/partner requesting to take it immediately after the birth or adoption of your child. (In such cases, you may prefer to take paternity leave in the first instance - please refer to [HR Policy – Paternity Leave](#).)

4. Returning to work

If your parental leave was for a period of 4 weeks or less you are entitled to return to the same job, unless you have taken the leave immediately following a period of maternity or adoption of more than 26 weeks.

If your parental leave was for a period of more than 4 weeks (or immediately following from a period of maternity or adoption leave of more than 26 weeks) you will be entitled to return to the same job but if this is not practicable to a similar job on the same terms and conditions.

Where it is not possible for you to return to the same or similar job, for example, through restructure or redundancy, this will be managed in line with [HR Policy and HR Procedure - Redundancy](#).

5. Record keeping

The FC will keep a record of the parental leave you have taken in order that your manager and any successive managers are aware of the leave entitlement you have remaining.