

## **PARENTAL LEAVE POLICY**

Employees, who have been continuously employed for one year, have the right to take a maximum of 18 weeks unpaid leave to take care of their child. Leave must be taken by the child's fifth birthday, or within five years of the date of adoption or the acquisition of legal responsibility, or, if the child is disabled (defined as eligible for disability living allowance) by their 18th birthday.

Leave can be taken in blocks or multiples of one week, subject to a maximum of four weeks in any one year. An exception is if the child is disabled, in which case leave can be taken a day at a time. Employees must give a minimum of 21 days' notice of their intention to take leave and an employer is able to postpone the leave for up to six months (except where the employee wishes to take it immediately after the child's birth or adoption).

The employee has the right to return to the same job after taking parental leave.

There is no statutory right to paid time off for parental leave. The Foundation has drawn up a policy to deal with parental leave –see below.

The policy is not meant to cover emergencies which require urgent leave to be taken at short notice: these circumstances are covered by a separate new right to take time off to care for dependants (see Dependents Leave Policy).

- Staff who have children under the age of five will be entitled to 18 weeks unpaid parental leave. This leave may be taken any time up to the child's fifth birthday.
- To qualify for parental leave staff must have at least one year's continuous service with the Foundation.
- The right to parental leave includes adoptive parents and lasts for five years from the date on which the child is placed for adoption.
- Any parental leave taken with past employers will count towards the 18 week limit for each child.
- Where the child is disabled a parent will be entitled to take parental leave at any point up to the child's 18th birthday.
- Staff who work part time will receive the same entitlements on a pro-rata basis.
- After taking parental leave, staff will be entitled to return to the same job in which they were employed before the leave.
- Parental leave may be taken in blocks or multiples of one week, up to a maximum of four weeks in any one year. As much notice as possible should be given in writing to your line manager on your intention to take parental leave, the minimum notice being 21 days. The Foundation can postpone the leave for up to six months where the organisation would be particularly disrupted if the leave is taken at the time requested, except where a staff member wishes to take it immediately after the child's birth or adoption.
- There is no statutory right to paid time off for parental leave.

April 2013

Reviewed: April 2024