

# Parental Leave Policy

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.*

## Introduction

In addition to maternity, paternity and adoption leave policies, parents have the opportunity to take further leave under the parental leave policy.

Employees must have been continuously employed for at least one year and may take up to 18 weeks' unpaid leave.

### Eligibility

Parents have a statutory entitlement to unpaid parental leave to:

- Look after a child in their first five years. Parents of children with a disability may take 18 weeks unpaid leave up until the child is 18.
- Look after an adopted child, up to 5 years after adoption or before the child reaches the age of 18 (whichever comes first).

Parental leave is awarded in respect of each child. Leave may be taken in blocks of at least one week, unless your child has a disability, in this case leave may be taken in single days.

### Application Process

Employees should complete a Special Leave Form and discuss their application with their immediate line manager. The organisation would appreciate employees providing as much notice as possible when considering parental leave, in order that the service/section is not adversely affected.

Effects on Terms and Conditions of Employment:

- a. During your period of leave of absence you have no entitlement to payment of salary, sick pay or other benefits. Statutory annual leave entitlement is 28 days there will be a proportion of statutory annual leave applicable during the period of unpaid leave.
- b. The period of unpaid leave of absence will not be considered as reckonable service under the occupational pension scheme. However, in the event that pension contributions are made for the period of unpaid leave of absence, it will be treated as reckonable service. On the employees return to full time work continuity of employment will be recognised.
- c. Pension & Death Benefit Scheme - The Death Benefit shall continue to apply during your period of leave of absence and shall be calculated by reference to your earnings immediately before such period of absence commenced.

Upon return from a leave of absence the employee will be entitled to make good on contributions to the organisation's Pension & Death Benefit Scheme omitted during the leave of absence within a period agreed by the Scheme Trustees. In such case, the organisation shall also pay, over the same period, the contributions it would have been liable to pay during the leave of absence.

- d. Redundancy - If a redundancy situation should occur during parental leave, the employee will be contacted, in writing, and the organisation's redundancy procedure will be followed.

**WHEATLEY CARE**  
**SPECIAL LEAVE APPLICATION FORM**

**NAME:** \_\_\_\_\_ **SERVICE/SECTION:** \_\_\_\_\_

**Date of Commencement:** \_\_\_\_\_

**1/ Type of Leave Requested and Dates**

Type of Leave	Dates Requested (to and from)	Total number of days (excl. rest days)
Time off for Dependants		
Parental Leave		
Bereavement Leave		
Study Leave		
Long Term Family Issue		
Extended Annual Leave		
Moving House		
Foster Care Leave		
Public Duty		

**2/ Reason for Request (please specify reason for request and if appropriate relationship to dependent).**

**3/ Supporting Evidence Supplied**                      **Yes/No**

**4/ Have you made application for this type of leave previously? Please specify dates:**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**5/ Approved**                      **Yes/No**  
**If no, reason for rejection**

**Line Manager's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Line Manager to send copies to: Employee, Human Resources, Finance**