



## Parental Leave Policy

### 1. Policy Statement

The University is committed to helping its staff balance their family and work commitments. This policy explains unpaid leave available to you to look after your child up to their 18<sup>th</sup> birthday.

### 2. Scope

This policy applies to all employees who have children under the age of 18 and who

- are named on the child's birth or adoption certificate, or have legal parental responsibility for the child
- are not a foster parent of the child.

### 3. Entitlement

If you are eligible you:

- can take up to 18 weeks' unpaid leave for each child up to their 18<sup>th</sup> birthday  
Note: any leave taken with previous employers counts towards the 18 weeks
- can take up to 4 weeks' unpaid leave per child in any one rolling year  
Note: a 'week' equals your normal working week
- can start your leave any time after your child is born or placed for adoption with you, provided you give at least 21 days' notice
- must take your leave in whole weeks; if you only take part of a week, this will count as one full week
- can take leave in part weeks and/or single days if your child is disabled.

### 4. Continuity of Employment

Continuity of employment is maintained during your leave which means there is no break in service during your absence from work.

## **5. Terms and Conditions of Employment**

All terms and conditions of employment remain in place during your leave, except those which relate to pay. However, you will still receive any pay awards or increments that apply once you return to work. You will continue to receive non-cash benefits, such as accrual of annual leave.

## **6. Pension Contributions**

Since leave is unpaid, you may not earn enough in a pay period to make your regular pension contribution. The [Pensions team](#) will contact you directly if there are any pension implications that you should be aware of and will advise you of your options regarding your pension contributions.

## **7. Links to Other Relevant Policies and Guidance**

You may find it useful to refer to other relevant University policies which you can find on the [HR web pages](#).

## **8. Policy History and Review**

Approval Date : April 2019

Approved by: CJCNC

Year of Next Review: 2022

## Parental Leave Procedure

### 1. Requesting Parental Leave

To request leave use the [Parental Leave Request form](#). You must send the form to your manager at least 21 calendar days' before the first day of leave.

### 2. Confirming Leave

Your manager will write to you to confirm approval of the leave dates and send the form to HR and Payroll.

### 3. Delaying Leave

Your manager will make every effort to approve your request for leave. However, if they are unable to agree to the requested dates for business reasons, your leave may be delayed, it cannot be declined.

To delay your leave, your manager must write to you within seven days of your original request and explain why your leave must be delayed. They must also suggest a new start date (which must be within six months of your requested start date) and ensure it is for the same duration. The new dates must allow you to take the leave before your child's 18<sup>th</sup> birthday.

### 4. Cancelling Leave

If you want to cancel your leave request, contact your manager as soon as possible. Your manager should notify HR and Payroll to ensure that your absence record is accurate and that no pay is deducted.