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# PARENTAL POLICY LEAVE & BENEFITS

Our Parental Leave Policy is part of our suite of family friendly policies, which together are designed to recognise your caring responsibilities as well as your work commitments and to support a healthy work-life balance.

This Parental Leave Policy applies to all staff who have parental responsibility for a child(ren).

You are welcome to arrange to speak with a member of the Human Resources team to discuss the policy and how you may benefit from it.

## 1. ELIGIBILITY FOR LEAVE

You will be eligible to take parental leave if you have parental responsibility for a child (up to their 18<sup>th</sup> birthday); and

- you will be taking leave to care for your child/children; and
- have documentary evidence of parental responsibility e.g. original birth certificate

## 2. LEAVE ENTITLEMENTS

If you meet the above eligibility requirements, you will be entitled to parental leave. Parental leave is an unpaid entitlement. All other benefits, with the possible exception of pension scheme membership, continue to accrue during any period of parental leave. For part-time employees, entitlements continue to accrue pro-rata. See below for further details regarding pension scheme contributions.

You will be entitled to a total amount of 18 weeks' parental leave, (pro rata to your contracted hours over the same period if you work part time). The entitlement applies in respect of each child (up to their 18<sup>th</sup> birthday) for whom you have parental responsibility regardless of whether they are born/adopted at the same time or different dates.



Other than where Parental Leave is requested immediately following the birth or adoption of a child, a line manager may postpone a request for leave where they consider that granting the leave at that time would severely disrupt normal operation. In the event, that we are unable to grant your request for leave at the particular time requested, we will undertake to:

Discuss