

# Parental Leave Policy



# Parental Leave Policy

## 1 Purpose

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- 1.1. Parental Leave is the right to take unpaid time off work to look after a child or make arrangements for the child's welfare. It can be used to spend more time with children and strike a better balance between work and family commitments.
- 1.2. Between birth and their eighteenth birthday you are able to take eighteen weeks unpaid leave for each child. The leave must be taken in blocks of at least one week (unless the child is disabled), with no more than 4 weeks in any 12 month period - one week will be equivalent to the length of the employees normal working week.

## 2 Eligibility

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- 2.1. You must have one year's service at the time you want to take the leave.
- 2.2. You must be able to demonstrate parental responsibility for the child i.e.:
  - Birth mothers/fathers
  - Adoptive mothers/fathers
  - A guardian

## 3 Entitlements

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- 3.1. The University will, where possible, accommodate all requests for parental leave providing they are in line with the above requirements.
- 3.2. However, if a Unit considers that your absence would be unduly disruptive, then it can postpone the leave for no longer than 6 months after the beginning of the period that had originally been requested.
- 3.3. Any proposed postponement of leave will be arranged in consultation with Human Resources and you will be given notice of the postponement at the earliest opportunity. The same period of leave will not be postponed a second time.
- 3.4. You may be entitled to claim benefits if you are on a low income or no income at all. There are qualifying conditions which all claimants must meet in order to receive benefits. You are advised to contact [Job Centre Plus](#) to find out whether you qualify for any benefits.

- 3.5. Your employment contract continues during an absence of parental leave, unless it is terminated by the employer or you. This means that you continue to benefit from your statutory rights during parental leave but do not accrue holiday entitlement.

## 4 Pension Contributions

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- 4.1. Parental Leave is unpaid, you may wish to maintain contributions during the period of leave. Contact the [Payroll and Pensions Section](#) for further information. If you do maintain your contributions, the University will also maintain its contributions, ensuring that you continue to accrue pension benefits. If you choose not to maintain your own pension contributions, your membership of the scheme will continue in that you will continue to be covered by the death in service provisions, but you will not accrue any pension benefits during this period. However, if your employment comes to an end, your membership of the pension scheme will end with it, unless you transfer to another employer linked to the same scheme.

## 5 Returning to work

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- 5.1. Staff are entitled to return to the same job on the same terms and conditions of employment as if they had not been absent, unless that is not reasonably practicable, in which case they will be offered a similar job.

Associated Policies and Documents:

[Parental Leave Request Form](#)

[Parental Leave Procedure](#)

[Parental Leave Flowchart](#)

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