

Employee Factsheet - PARENTAL LEAVE

What is parental leave for?

The purpose of parental leave is to look after your child up to their 18th birthday. This could be to:

- spend more time with them
- look after them during school holidays
- care for them when they're off school sick
- go to school open days or events with them
- settle them into new childcare arrangements
- visit grandparents with them

Am I entitled to parental leave?

To qualify for parental leave you must have been continuously employed by the company for 12 months or more. You must have parental responsibility for your child and you must be taking the leave in order to spend time with or otherwise care for your child.

Do I get paid whilst on parental leave?

No, parental leave is unpaid.

How much parental leave can I take?

You can take up to 18 weeks' parental leave per child up to their 18th birthday. The leave should be taken in blocks of one week and you can take a maximum of four weeks per year, per child. The only exception is where your child is disabled and leave can be taken as single days. The number of weeks applicable to you includes parental leave already taken for your child during any period of previous employment with another employer.

How do I apply for parental leave?

You should complete the Parental Leave Request Form and send it to your manager at least 21 calendar days before your requested period of parental leave.

Can the company postpone my parental leave request?

The Company may postpone your parental leave for up to six months in cases where the business would be particularly disrupted if leave was taken on the dates requested. Where leave is postponed your manager will discuss with you and confirm in writing the postponement arrangements, no later than 7 days after you have notified the Company your intention to take parental leave. The manager will confirm the reason(s) for postponement and set out the new dates of parental leave. The length of leave will be equivalent to your original request.

Do I have the right to return to work after parental leave?

Following 4 weeks or less of parental leave, you have the right to return to the same job, with the same terms and conditions of employment. For longer periods of leave (exceeding 4 weeks) you are entitled to return to the same job, or if that is not reasonably practicable, a similar job which has the same or better status, terms and conditions as your old job.