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| PCC LOGO | Parental Leave Policy |

Document Overview

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| **Purpose** | The purpose of this policy is to ensure that staff are aware of the policy and procedure surrounding taking parental leave. This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Draft/Final |
| **Distribution** | All PCC staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| **Version** | **Date** | **Status Note** |
| 1 | 05.06.2023 | HR Template |
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1. Introduction
   1. The objective of Parental Leave is to enable employees with parental responsibility time off to spend time with and to look after a child or to make arrangements for the child’s welfare.
   2. Parental Leave which is unpaid, is for a maximum of 18 weeks for each child and can be taken by both parents. Leave taken with a previous employer counts towards the maximum entitlement.
2. When leave may be taken
   1. Leave may be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. However, parents of disabled children can take leave in blocks or multiples of one day.
   2. Employees can choose to take Parental Leave at any time up until the child’s 18th birthday.
3. Making an application for leave
   1. Parents must give 21 days’ notice of their request for Parental Leave. Such an application should be addressed to the Director of Operations.
   2. If an employee wishes to take Parental Leave immediately after the birth or adoption of a child, the employee must give 21 days’ notice before the beginning of the expected week of childbirth. In the case of adoption the employee must give 21 days’ notice of the expected week of placement, wherever possible.
4. Postponement of Leave
   1. Except in the circumstances set out in the paragraph immediately above any leave requested may be postponed by the Company for up to six months from the date requested where it is considered that an employee’s absence would unduly disrupt the business.   
        
      Examples of such situations are:-

* Seasonal peak requirements
* Where a significant proportion of the workforce applies for Parental Leave at the same time
* Where the absence of a key employee at a particular time would unduly harm the business.

1. Evidence of Entitlement
   1. The Company reserves the right to request sight of evidence that an employee is the parent of a child or has parental responsibility for the child. Examples of what might be suitable evidence are :-

* Information contained on the child’s birth certificate
* Papers confirming a child’s adoption or the date of placement in adoption cases.
* In the case of a disabled child, the award of disability living allowance for the child or Personal Independence Payment, if the child is 16 or 17 years old.

1. Right to return to the same or similar job
   1. You are normally entitled to return to work following parental leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.
   2. However, where your period of parental leave has been longer than four weeks or has been combined with a period of additional maternity, adoption or shared parental leave, it might not be possible in some cases for you to return to the same job. In such circumstances, we will offer you a suitable and appropriate alternative position on no less favourable terms.
   3. We will deal with any requests by employees to change their working patterns (such as working part-time) after parental leave on a case-by-case basis, in accordance with our Flexible Working Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if flexible working requests are made as early as possible.