

Policy Title:	Parental Leave Policy	
Date of Issue:	Autumn Term 2020	
Date of Review:	Autumn Term 2022	
Author & Role	County Model Procedure Adopted	
Ratified by:	Governors Policy Committee	
Date:	19.11.2020	
Policy Committee Responsibility:	Chair W Blundell	Vice Chair H McCann
Outcome:	This Procedure: Sets out parental leave provisions and the arrangements for requesting such leave for Teachers and Support Staff.	
Cross Reference:	Pay Policy Shared Parental Leave Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

Parental Leave Policy (August 2020)

1. Purpose

This policy sets out parental leave provisions and the arrangements for requesting such leave for Teachers and Support Staff.

2. Scope

The policy applies to all Teachers and Support Staff employed in schools and services maintained by the County Council.

3. Parental Leave Policy

An employee is entitled to up to 18 weeks' unpaid parental leave to provide care for a child if he or she:

- Is the parent of a child under 18 years of age;
- Has adopted a child under the age of 18; or
- Has acquired formal responsibility (i.e. parental responsibility) for a child who is under the age of 18.

To qualify for parental leave, an employee must have at least 12 months' continuous service.

The school may seek to see reasonable evidence of entitlement to parental leave before a period of leave can be granted in respect of a child (e.g. a child's birth certificate or evidence of parental responsibility).

Notes:

- The above arrangements apply on a pro rata basis to part time employees.
- Where an employee's working pattern normally varies from week to week or over a longer period, or if the employee is normally required to work some weeks and not others, a "week" is the total of all periods in which he or she works during the year divided by 52.143.
- The right to take parental leave is in addition to the statutory right to take paternity leave, immediately following the birth of a child or placement for adoption, and Shared Parental Leave (SPL) in the first year of a child's birth or placement for adoption, which are both subject to separate qualifying criteria.

Taking Parental Leave

Parental leave may be taken as one whole block or in minimum periods of one week. Where a period of less than one week is taken, a full week will be deducted from the entitlement.

If the child qualifies for a disability living allowance or personal independence payment the leave can be taken as single days or multiples of a day rather than blocks of one week. Documentation relating to the award of a disability living allowance or personal independence payment would need to be provided.

At least 21 days' notice of the intention to take parental leave must be given, specifying the date when the leave is to begin and end. In exceptional circumstances, managers may agree to a lesser period of notice.

If the leave is to be taken immediately after the birth of a child, the notice provided must specify the expected week of childbirth, the duration of the period of leave requested, and be given at least 21 days before the expected week of childbirth.

If the leave is to be taken immediately after a child is placed for adoption, the notice provided must specify when the placement is expected to occur, the duration of the period of leave requested, and be given at least 21 days before the beginning of the week in which the placement is expected to occur, or as soon as is reasonably practicable thereafter.

Postponement Periods

The school may postpone a period of parental leave (other than where parental leave has been requested immediately after childbirth or placement for adoption) where it is considered that the operation of the service would be unduly disrupted if the employee were to take leave during the period requested. In such circumstances, the school will allow the employee to take an equivalent period of parental leave beginning no later than six months after the commencement of the period originally requested. A postponement will not limit the right to take parental leave if the child's 18th birthday has passed as a consequence of this.

The school will give notice in writing, within seven days of receiving the written notice to take leave, of any postponement stating the reason for it and specifying alternative dates to take parental leave following discussions with the employee. If no agreement can be reached with the employee following these discussions, the manager must determine the most appropriate dates to be offered.

Pension Arrangements

Any parental leave taken will not count for pension purposes unless the employee elects to pay Additional Pension Contributions (APCs) to purchase the amount of pension 'lost' during the period of leave. Further information can be found on the [Your Pension Service website](#).

Rights During Parental Leave

An employee on parental leave has the right to the continuation of all contractual terms and conditions of employment, except remuneration. Pension benefits can be maintained if the option to purchase the amount of pension 'lost' during the period of leave is taken (see 'Pension Arrangements' above).

Rights on Returning to Work

At the end of the parental leave period, the employee will be entitled to return to the same job provided that the leave was for a period of four weeks or less (and did not follow on immediately from a period of additional maternity or adoption leave).

If the period of parental leave was longer than four weeks (or followed on immediately from a period of additional maternity or adoption leave), then the employee will be entitled to return to the same job or, if that is not practicable, to a similar job on no less favourable terms and conditions of employment.

