

# Parental Leave Policy

<b>The AURIGA Academy Trust Document Control System</b>	
Name of document	<b>Parental Leave Policy</b>
Status	FINAL
Date Approved	April 20
Approver	MAT Finance & Resource Committee following sign-off by LGBs
Owner	MAT Finance & Resources
Author	Finance Director
Anticipated Review date	September 2020
Location	<b>S:Staff/POLICIES/MAT/WEBSITE POLICIES / HR / AAT Parental Leave Policy</b>

Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email [sconnor@strathmore.richmond.sch.uk](mailto:sconnor@strathmore.richmond.sch.uk).

## Contents

<b>Section</b>		<b>Page</b>
<b>1.</b>	<b>Scope</b>	<b>3</b>
<b>2.</b>	<b>Policy Statement</b>	<b>3</b>
<b>3.</b>	<b>Eligibility for Parental Leave</b>	<b>3</b>
<b>4.</b>	<b>Entitlement to Parental Leave</b>	<b>3</b>
<b>5.</b>	<b>Applying for Parental Leave</b>	<b>4</b>
<b>6.</b>	<b>Postponement of Parental Leave by the Employer</b>	<b>4</b>
<b>7.</b>	<b>Returning from Parental Leave</b>	<b>4</b>
<b>Appendix A</b>	<b>Parental Leave Request Form</b>	<b>5</b>

## 1. Scope

This policy applies to all employees employed by schools (academies) who have parental responsibilities for a child up to the age of 18.

The recognised trade unions have been consulted.

## 2. Policy Statement

This policy plays a key role in enabling all parents to fully participate in family life, balancing the responsibilities of their job with their life outside work. Parental leave is intended to enable parents to take unpaid time off work to look after their children or make arrangements for their welfare e.g. to:

- Spend more time with their children
- Look at new schools
- Settle children into new childcare arrangements
- Spend more time with family e.g. visiting grandparents

Parental leave is not intended for unexpected or sudden issues involving children and will need to be planned and agreed with the school in the same way as annual leave or special leave.

Parental Leave should not be confused with Shared Parental Leave, for which a separate policy applies.

## 3. Eligibility to take Parental Leave

Employees qualify for Parental Leave if all of the following apply:

- they have been employed by the employer for more than a year
- they are named on the child's birth or adoption certificate
- they have or expect to have parental responsibility
- they are not self-employed or a 'worker', e.g., an agency worker or contractor
- they are not a foster parent (unless they have secured parental responsibility through the courts)
- The child is under 18

## 4. Entitlement to Parental Leave

Parental leave is unpaid.

You are entitled to 18 weeks' leave for each child and adopted child, up to their 18<sup>th</sup> birthday.

You do not have to take all the leave at once. Leave must be taken as whole weeks (e.g. 1 week or 2 weeks) rather than individual days.

A maximum of 4 weeks parental leave may be taken in any year. Under special circumstances the school has the discretion to extend this period of time.

A 'week' equals the length of time an employee normally works in a week.

As parental leave applies to each child and not to the individual's job, any parental leave taken whilst with a previous employer needs to be carried over to the new employer and taken account of when further leave is requested by the employee with their current employer.

## **5. Applying for Parental Leave**

Employees must give at least 21 days' notice before their intended start date of parental leave using the Parental Leave Request Form at Appendix A.

The school may request proof of the child's date of birth, date of adoption or of an employee's formal parental responsibility.

## **6. Postponement of leave by the employer**

There may be circumstances where the school may want to postpone a period of parental leave where operational needs would be unduly disrupted if the employee took leave during the period requested. If this is the case, the school:

- Must write within 7 working days of the original request explaining why
- Suggest a new start date which must be within 6 months of the original requested start date
- Cannot change the amount of leave being requested

There are circumstances where the school cannot postpone the leave. This is where:

- The leave is being taken by the father or partner immediately after the birth or adoption of a child
- The postponement will mean an employee would no longer qualify for parental leave e.g., postponing it until after the child's 18<sup>th</sup> birthday.

## **7. Returning from Parental Leave**

On return from parental leave employees will return to their job on remuneration and other terms and conditions not less favourable and will be as if they had not been on parental leave.

**Parental Leave Request Form**

Name of School: .....

**Employee Details**

Name ..... Title of Post .....

**Continuous Service Details**

Start date with School ..... Date of Continuous service .....

**Child's Details**

Date of Birth: ..... Date of Placement (if child is adopted) .....

**Parental Leave Details**

How many weeks' Parental Leave are you entitled to taking into account any parental leave that you have already taken? .....(Number of Weeks)

You are requesting Parental Leave for ..... (weeks) to start on.....(date) and end on ..... (date)

**Parental Leave taken previously**

Please set out the periods of Parental Leave you have previously taken:

Period 1: Start date: ..... End Date: .....

Period 2: Start date: ..... End date: .....

Period 3: Start date: ..... End date: .....

**Employee Declaration**

"I am the parent/have parental responsibility for the child"

Employee Signature ..... Date .....

\_\_\_\_\_

Manager's Signature ..... Date .....