

Parental Leave

Employees with at least one year's continuous service may take up to 18 weeks' unpaid parental leave in respect of each child. This policy doesn't apply to agency workers, consultants or self-employed contractors.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Entitlement to Parental Leave

Any parental leave that employees have taken whilst working for another employer counts towards their 18-week entitlement. If you have taken parental leave in relation to a child during previous or concurrent employment, you should provide details when making your new application.

There are specific rules around eligibility for parental leave which are detailed below.

To take a period of parental leave in relation to a child, you must:

- a) have at least one year's continuous employment;
- b) have or expect to have responsibility for the child; and
- c) be taking the leave to spend time with or otherwise care for the child.

You have responsibility for a child for the purposes of this policy if you:

- a) are the child's biological mother or father (whether or not you are living with the child);
- b) are the child's adoptive parent; or
- c) otherwise have legal parental responsibility for the child. For example, if you are the child's guardian.

Parental leave should be taken before the child's 18th birthday.

Unless the leave is to be taken in respect of a child entitled to a disability living allowance, you:

- a) can only take parental leave in blocks of a week's leave or a multiple of a week's leave; and
- b) are only entitled to take four weeks' parental leave each year in relation to each child. A year for this purpose begins on the date when you became entitled to take parental leave in relation to the child in question.

Notification requirements

You must give your manager notice of your intention to take parental leave in writing. The notice requirements are:

- a) If you wish to take parental leave commencing immediately on the birth of a child, you must give notice of this intention at least 21 days before the start of the expected week of childbirth (**EWC**). The notice must specify the EWC and the duration of the period of leave required.
- b) If you wish to take parental leave commencing immediately on the adoption of a child, you should give notice of this intention at least 21 days before the start of the expected week of placement (**EWP**). If this is not possible, you must give as much notice as you can. The notice must specify the EWP and the duration of the period of leave required.
- c) In all other circumstances, you must give notice of your intention to take parental leave at least 21 days before you intend the leave to start. The notice must specify the dates on which the period of leave is to begin and end.

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If you wish to take a period of parental leave immediately after a period of ordinary paternity leave, we would ask that you give your manager notice of that intention at least 21 days before the start of the EWC (or EWP, if applicable). If this is not possible, you should give as much notice as you can. If you do not give notice at least seven days before your period of ordinary paternity leave starts, we might not be able to accommodate your request.

Making your request

Before you take a period of parental leave under this policy, you must provide us with evidence of:

- a) your responsibility or expected responsibility for the child;
- b) the child's date of birth or date of adoption placement; and
- c) if applicable, the child's entitlement to a disability living allowance.

You should complete the [Parental Leave Request form](#) and attach the relevant document(s) and discuss with your manager before submitting to the People and Purpose Department.

Entering Parental Leave dates in Workday

Your Manager or People and Purpose Manager/Partner will enter your leave dates in Workday.

Postponing Parental Leave

Where you give notice as outlined above of your intention to take parental leave on the birth or adoption of a child, we will not seek to postpone that leave.

We will not postpone parental leave if, in the case of an adopted or disabled child, the postponement would result in the leave being taken after the child's 18th birthday.

However, in any other circumstances we may need to postpone a proposed period of parental leave for up to six months where the leave as planned would unduly disrupt the business. We might do so, for example, where:

- a) you wish to take parental leave during a peak period;
- b) a number of employees wish to take parental leave at the same time;
- c) your work is of importance to a time-critical project; or
- d) cover for your work cannot be found before the date on which your parental leave is due to start.

If we need to postpone your parental leave, we will discuss revised dates and confirm to you in writing the reason for the postponement and the new beginning and end dates.

You will not lose your parental leave entitlement if, because of our postponement of such leave, the leave remains untaken on your child's 18th birthday.

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Terms and conditions during parental leave

Parental leave is unpaid and your contractual provisions relating to pay are suspended during parental leave. Whilst you're on Parental leave, you will continue to have access to all your benefits. Please note that if your pay is reduced in any pay cycle to take account of the unpaid leave, your pension contributions and ESPP deductions will also be reduced accordingly. During parental leave you are entitled to benefit from any contractual terms you have in relation to being given notice, redundancy compensation and disciplinary and grievance procedures.

During parental leave, you will remain bound by your obligation of good faith towards us, as well as any contractual terms relating to the giving of notice, the disclosure of confidential information, the acceptance of gifts and benefits, and your freedom to participate in an other business (for example, by working for a third party).

Returning to work

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. However, it might not be possible for us to allow you to return to the same job where your period of parental leave has been longer than four weeks, or has been combined with a period of additional maternity, paternity or adoption leave. In such circumstances, we will offer you a suitable alternative position on no less favourable terms.

We will deal with any requests by employees to change 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.

Abuse of this policy

Where an employee takes a period of parental leave under this policy for purposes other than spending time with or otherwise caring for their child, this will be dealt with as a disciplinary issue under our Disciplinary and Capability Policy.

This policy only applies to employees and does not apply to agency workers or the self-employed. This policy does not form part of any employee's contract of employment and we may amend it at any time.