

Scope: All Staff	Effective Date: April 2015	Responsible Dept: Human Resources	Equality Impact Assessment: Completed 8 April 2015
Last updated by/ date: HR/ April 2015	Next review date: April 2018	Associated links & web pages: Available on HR web pages	



## PARENTAL LEAVE POLICY

### 1. Introduction

This policy describes the entitlement and eligibility of employees to parental leave from April 2015.

### 2. Scope

This policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

### 3. Parental Leave

Parental leave is leave requested to enable a parent or carer to look after a child or make arrangements for the good of the child.

### 4. Eligibility

To be eligible you must have **one year's continuous service** with the University and have parental responsibility for a child under 18 years. You must;

- be named on the child's birth certificate or;
- have formal parental responsibility or;
- be adopting a child or young person

### 5. Entitlement

The entitlement for each qualifying child is 18 weeks' leave (pro-rata for part-time staff). Any entitlement will take account of previous leave taken when in previous employment. The leave entitlement does not include separate provisions for maternity, adoption, paternity, shared parental, or dependants leave, which are additional to any period of parental leave.

Leave must be taken in blocks of a week (or multiples of a week) up to a maximum of four weeks in any year. A week is based on your normal working pattern. Only where the child is disabled will parents be able to take the leave as "odd" days.

Leave in excess of four weeks in any year will only be approved upon agreement with the line manager.

## 6. Notice

Individuals must give at least 21 days' notice before the start date of the leave requested by completing the form [PL1 – Request for Parental Leave](#) and submitting this to their line manager.

The manager should complete and return the PL1 to the employee, copied to Human Resources, at least 14 days before the start date of the requested leave.

Where an individual is taking parental leave for the first time, written confirmation of eligibility (birth certificate, adoption placement order, evidence of parental responsibility) will be required for the record. Any request from Human Resources for documentary evidence must be complied with **before** leave is taken.

The manager may postpone the leave only when it would be extremely difficult to operate the service. In making such decisions the manager must consider the necessity to have parental leave at a specific time, e.g. the need to settle a child into a new school at a certain period of the year, and alternative arrangements that can be made to secure service delivery. Any reasons for postponement must be recorded on form PL1. Leave may only be postponed for up to six months from the start date requested by the employee.

You may appeal against a decision on postponement to the next level of line management. Any appeal must be lodged at least 10 days before the requested start date and a decision made seven days before the requested start date.

## 7. Conditions of Service

### Pay

Parental leave is unpaid. Deductions will be based on the following calculations:  $1/260^{\text{th}}$  of annual salary per day of parental leave taken or  $1/52^{\text{nd}}$  of annual salary per week of parental leave or alternatively through notification on time sheets.

### Local Government Pension Scheme

You may opt to make an Additional Pension Contribution (APC) to cover any lost pension during a period of parental leave. This will be a Shared Cost Additional Pension Contribution (SCAPC) if you opt to do this within 30 days of returning to work. This means that YSJ will share the cost of buying this lost pension. You have the option to pay additional contributions in a one-off lump sum or through regular payments in your wages. Further information is available on the LGPS website [www.lgps2014.org](http://www.lgps2014.org).

### Teachers' Pension Scheme

An unpaid period of leave will be classed as days excluded, however, you can make up any shortfall in service by purchasing additional pension in multiples of £250 of annual pension. Information is available on the Teachers' Pension website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

### Other

All other conditions of employment, excluding remuneration, continue throughout periods of parental leave.