

Policy

Title: ORDINARY PARENTAL LEAVE (Version 2.1)

Ref: Human Resources / Employee Relations

Last updated: 15/10/2015

All members of staff, who have been continuously employed for 12 months at the University, are entitled to ordinary parental leave provided the member of staff:

- is the parent of a child who is under 18 years old; or
- has adopted a child under the age of 18. The right to parental leave will last for 5 years from adoption or until the child reaches 18 whichever is sooner; or
- has acquired formal parental responsibility for a child who is under the age of 18.

Ordinary parental leave is defined as leave taken to look after a child or make arrangements for the good of the child.

Each parent is eligible for ordinary parental leave for each child and where there are multiple births each child attracts an 18 week entitlement.

The 18 weeks leave is unpaid and can only be taken in blocks of one week (unless the child is disabled, in which case it may be taken one day at a time), with part weeks counting as a whole. The maximum amount of ordinary parental leave that may be taken in any one year in respect of a child is four weeks. Members of staff should refer to the policy relating to time off for domestic incidents to check eligibility if the period of leave they require is less than one week or required at short notice. If a member of staff wishes to reduce their hours of work for a period of time, a request should be made to their Head of Academic Unit/Professional Service under [Flexible Working](#), please refer to the policy for more information.

The minimum notice period is 21 days except where the exact start date of the leave cannot be anticipated, e.g. where the ordinary parental leave is to commence straight after the birth or adoption of a child. In certain circumstances, where there has been a period of compassionate leave to care for a sick child, a member of staff may request ordinary parental leave without the 21 day notice period. Such requests will be considered sympathetically.

The entitlement to 18 weeks ordinary parental leave occurs only once for each child and crosses employment boundaries. Therefore, if a member of staff has taken ordinary parental leave with another employer they will be asked to supply the details on the application form. Requests for ordinary parental leave should be made on the 'Application for ordinary Parental Leave' form and passed to the appropriate Head of Academic Unit/Professional Service.

Maintaining this policy

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and application standards and guidelines.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
August 2015	2.1	Changes to ensure consistency with legislative entitlement and terminology.	S Quin	JJNC