# UNIVERSITY OF LEICESTER

## POLICY

### PARENTAL LEAVE POLICY

<table>
<thead>
<tr>
<th>For use in:</th>
<th>All Divisions/Schools/Departments/Colleges of the University</th>
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<tbody>
<tr>
<td>For use by:</td>
<td>All University employees</td>
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<tr>
<td>Owner</td>
<td>Staffing Policy Committee</td>
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</tbody>
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| Dates of Trade Union Consultation | Start: 1<sup>st</sup> December 2011  
End: 9<sup>th</sup> February 2012 |
| Date Staffing Policy Committee Approval | 9<sup>th</sup> February 2012 |
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| Contact – Comments | Geraldine McAughtry/Katie Palfreyman |
PARENTAL LEAVE POLICY

1. Introduction

1.1 The University is committed to promoting equality and diversity by providing a supportive environment for staff who wish to integrate their working life, including the development of a career, with family responsibilities.

1.2 This policy should be read in conjunction with the Parental Leave Procedure. The Parental Leave Policy and Procedure outline the statutory entitlements to unpaid leave which may be available to members of staff who have, or expect to have, parental responsibility.

1.3 The Parental Leave policy and procedure comply with statutory requirements.

1.4 The Parental Leave Policy and Procedure is not contractual and does not form part of the terms and conditions of employment. However, where the University wishes to amend the Parental Leave Policy, staff will be consulted on changes via the recognised Trade Unions.

2. Aims

The aims of the Parental Leave policy are:

2.1. To enable line managers and staff to understand their rights and entitlements to Parental Leave.

2.2. To ensure that, as far as possible, Parental Leave rights and entitlements are administered efficiently for the benefit of staff and the University.

2.3. To advance equality of opportunity on the basis of gender and disability in line with the University’s Public Equality Duties.

3. Scope

3.1. The Parental Leave Policy and Procedure applies to University employees who have a statutory right to Parental Leave.

4. Principles

4.1. The University will operate the Parental Leave Policy and Procedure consistently, in line with the prevailing legal requirements.

4.2. The University will comply with the statutory principle that a member of staff will suffer no detriment as a consequence of requesting or taking parental leave.
4.3. Members of staff must notify their line manager of their intention to take Parental Leave in accordance with the timescales required by the procedure.

4.4. HR will support line managers in Parental Leave matters, and in resultant resourcing issues, on request. Staff are welcome to contact HR if they have any queries regarding the Parental Leave Policy and Procedure.

5. **Parental Leave and Pay**

5.1. Staff who qualify for Parental Leave are entitled to take up to a total of 4 months’ unpaid leave or, in the case of a child under the age of 18 who is receiving disability living allowance, 18 weeks’ unpaid leave.

5.2. Members of staff may not take more than four weeks’ leave in respect of any individual child in any year. For these purposes, a year is the period of 12 months beginning when the member of staff first becomes entitled to parental leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

5.3. All Parental Leave will be unpaid.

5.4. The right to take parental leave lasts until:
   - the child’s fifth birthday;
   - five years have elapsed following placement in the case of adoption; or
   - the child’s 18th birthday where the child is receiving disability living allowance.

5.5. Members of staff may not take parental leave in blocks of less than one week (except in relation to a child who is receiving disability living allowance where staff make take leave in blocks of one day or longer).

5.6. To qualify for Parental Leave a member of staff must meet the eligibility criteria and comply with all the written notification requirements set out in the Parental Leave Procedure.

5.7. For further details of the eligibility criteria to take Parental Leave, please refer to the Parental Leave Procedure.

6. **Annual Leave**

6.1. A member of staff will normally continue to accrue annual leave during Parental Leave, to reflect his/her normal working pattern.

6.2. Periods of unpaid Parental Leave outside a staff member’s normal working pattern will not count towards the calculation of annual leave entitlement.

7. **Sickness**

7.1. Where a member of staff is sick during Parental Leave then this will be treated in accordance with the University’s Sick Leave and Sick Pay Policy.