# SHARED PARENTAL LEAVE POLICY

<table>
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<tr>
<th>For use in:</th>
<th>All Divisions/Schools/Departments/Colleges of the University</th>
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<tr>
<td>For use by:</td>
<td>All University employees</td>
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<tr>
<td>Owner</td>
<td>HR Operations</td>
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<td>Dates of Trade Union</td>
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<tr>
<td>Consultation</td>
<td>Start: 9 December 2014 to 13 January 2015</td>
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<td>End: 13 January 2015</td>
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<td>Date Staffing Policy</td>
<td>5 February 2015</td>
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<td>Committee Approval</td>
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<td>Launch date</td>
<td>18 March 2015</td>
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<td>Review Date</td>
<td>April 2016</td>
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<tr>
<td>Contact – Comments</td>
<td>Geraldine McAughtry/Helen Reynolds</td>
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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 Shared Parental Leave procedure. The Shared Parental Leave Policy and Procedure outline the leave and pay entitlement that staff may be eligible to receive.

1.3. The Shared 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 Shared Parental Leave Policy, staff will be consulted on changes via the recognised Trade Unions.

2. Aims of the Policy

The aims of the Shared Parental Leave Policy are:

2.1. To enable line managers and staff to understand the rights and entitlements to Shared Parental Leave and Pay.

2.2. To ensure that as far as possible Shared Parental Leave provision is administered efficiently for the benefit of staff and the University.

2.3. To facilitate and encourage, through enhanced payment, the return to work of staff who wish to continue their service with the University following a period of Shared Parental Leave.

2.4. To promote equality of opportunity on the basis of gender in line with the University’s Public Equality Duties.

3. Scope

3.1. The Shared Parental Leave Policy and Procedure applies to all eligible employees of the University.

4. Principles

4.1. The University will operate the Shared 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 Shared Parental Leave.
4.3 The University may, at its discretion, grant additional pay in the case of substantial and unforeseen hardship while a member of staff is receiving reduced pay or no pay during Shared Parental Leave. For details, please refer to the Shared Parental Leave Procedure.

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

5. **Shared Parental Leave and Pay**

5.1 Shared Parental Leave is a type of leave that is available to eligible parents of children who are due to be born, or who are placed for adoption, on or after 5 April 2015.

5.2 SPL enables eligible parents to choose how to share the care of their child during the first year following birth or adoption. The purpose of SPL is to give parents more flexibility in considering how to best care for, and bond with, their child.

5.3 Eligible parents can take a maximum of 50 weeks of Shared Parental Leave between them.

5.4 The University operates an Enhanced Shared Parental Pay scheme.

5.5 Eligibility for Shared Parental Pay, including the enhanced scheme, depends on a number of factors, including length of service and level of earnings. For further details, please refer to the Shared Parental Leave Procedure.

5.6 To qualify for Shared Parental Leave and Pay, a member of staff must comply with all of the notification requirements set out in the Shared Parental Leave Policy and Procedure.

6. **Annual Leave**

6.1 A member of staff will continue to accrue annual leave at the normal rate during a period of Shared Parental Leave.

6.2 The normal restriction placed on the amount of annual leave which a member of staff may carry over into the next leave year will not apply to a member of staff who has taken Shared Parental Leave.

6.3 A member of staff who is planning to take Shared Parental Leave is encouraged to discuss with their line manager how their annual leave is to be taken before they begin their Shared Parental Leave, wherever possible, to aid operational resource planning. Please refer to the Shared Parental Leave Procedure for further details.

7. **Sickness**

7.1 A member of staff is not entitled to sick pay during Shared Parental Leave.
8. Documentation

8.1. To comply with the University’s policy on data protection, all documentation (informal and formal) will be written sensitively by line managers, treated as confidential and forwarded to HR for filing.

Please refer to the Shared Parental Leave Procedure for further details on:
Pensions and Benefits; Annual Leave; Hardship; Shared Parental Leave in Touch Days; Shared Parental Leave and Fixed Term Contracts and Returning to work after Shared Parental Leave.