

Parental leave Information Sheet

Parental leave is a right for parents to take unpaid time off work to look after a child or make arrangements for the child's care. It is available to employees who have, or expect to have, parental responsibility for a child.

Eligibility

Employees generally have to have one year's continuous service with their current employer and be the parent of (named on the birth certificate) or acquired formal parental responsibility for a child born who is under the age of 18.

Evidence of parental responsibility must be provided, e.g. birth certificate on which your name appears.

Leave taken with previous employers is taken into consideration and upon leaving current employment, the amount of leave taken is passed on to future employers if they request such information.

Length of Parental Leave

Employees are entitled to 18 weeks unpaid leave in total for each child up to their 18th birthday.

Leave can only be taken in blocks or multiples of one week. The maximum amount of parental leave that can be taken in one year is four weeks.

Parental leave is for each child. For example, if twins are born each parent will get 18 weeks leave for each child.

The right to leave expires on the child's eighteenth birthday.

A minimum of 21 days' notice is required of intention to take parental leave.

A request for Parental Leave may be postponed, the postponement date must be within 6 months of the original requested start date, dependent on business needs, i.e. where it is considered an employee's absence would unduly disrupt the business. However the amount of leave requested cannot be changed. A meeting should be held between the employee and the Company Manager to discuss the matter and the Company Manager should then confirm the postponement arrangements in writing no later than 7 days following the request to take leave. The exception is a request immediately following the birth of a child or adoption of a child.

Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of

employment, except for terms relating to wages or salary, throughout periods of parental leave.

Return to Work after Unpaid Parental Leave

Employees are entitled to return to the same job following parental leave.