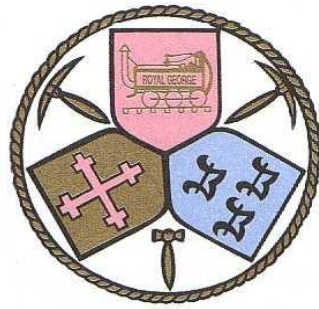




Shildon Town Council

Parental Leave Policy

Adopted	18 October 2021	
Reviewed	June 2024	
Next review	June 2026	

PARENTAL LEAVE POLICY

1 Introduction

- 1.1 If you have been in employment with the Town Council continuously for one year you are entitled to parental leave provided you expect to have parental responsibility for a child born or adopted.
- 1.2 You are entitled to **unpaid** parental leave of a maximum of 18 weeks for each child.
- 1.3 The leave must be taken before the child's 18th birthday.
- 1.4 Both natural and adoptive parents may exercise these rights.

2 How much parental leave can I take?

- 2.1 You can take a total of up to 18 weeks' parental leave for each of your children up until their 18th Birthday.
- 2.2 Parental leave is an individual right and you cannot transfer the leave between parents, for example a father cannot decide to take only ten weeks and the mother take 8 weeks.
- 2.3 Parental leave should be taken:-

In blocks of a week at a time
a maximum of 4 weeks a year for each child

Parental leave **cannot** be taken as 'odd' days off.
- 2.4 Taking parental leave for a disabled child

An employee can take parental leave in blocks of days rather than weeks if they receive one of the following for their child:
 - Disability Living Allowance
 - Personal Independence Payment
- 2.5. You can take parental leave immediately after your maternity, paternity or adoption leave providing you give the correct notice and the Council is able to accommodate the leave.

3 Before taking parental leave

3.1 As soon as practicable after you have notified the Town Council of your intention to take parental leave; arrangements will be made for you to meet with your Line Manager. This will be an informal interview, the purpose of which is to confirm that:

- you understand your rights to parental leave and the requirements to give appropriate notices (see below)
- you know that the leave from work is **unpaid**.

4 Notice

4.1 Once you have given us notice of your intention to take parental leave, in writing, you must comply with any request made by us to produce, for our inspection, evidence of your entitlement.

4.2 The notice given to us must specify your intention to take parental leave and the dates on which the period of leave is to begin and end.

4.3 You must give your Manager 21 calendar days' notice, in writing, before the date on which you wish the leave to begin. In exceptional circumstances, notice of less than 21 days may be accepted, at the discretion of your Manager (e.g. if a child is born prematurely or where less than 21 days' notice is given that a child is to be placed with you for adoption). You may not take more than four weeks' leave in respect of an individual child during a particular year.

4.4 If day to day operations and workload will be unduly disrupted by the parental leave, it may be postponed if absolutely necessary.

4.5 Unless you want to take parental leave immediately after the birth or adoption, the Council can postpone your leave for up to six months if it is considered that it would disrupt operations and workload. Reasonable grounds for us to postpone your leave could include:

- the period that you apply for is at a seasonal peak
- if a significant proportion of the workforce has applied for parental leave at the same time
- if your role is such that your absence at a particular time would unduly impact on operational workload

4.6 Your Line Manager will discuss this with you and confirm the postponement arrangements, in writing, no later than seven days after you apply for the leave. We will state the reason for the postponement and set out the new dates of your parental leave, as agreed with you. The length of leave you are given should be equivalent to the amount you applied for. If the postponement goes past the end of the entitlement period, you can still take the leave.

4.7 You are not entitled to parental leave unless you have complied with the request by us to produce evidence of your entitlement.

4.8 The type of evidence that we may request is such evidence that shows:

- your responsibility or expected responsibility for the child in respect of whom you propose to take parental leave
- the child's date of birth, or in the case of a child who was placed with you for adoption, the date on which the placement began

No request will be made by us unless it is reasonable.

5 During Parental leave

5.1 Arrangements will be made for cover of your workload, and you will be kept in touch with any important work developments.

6 Returning to work

6.1 You will not be subjected to any detriment by the Council for taking or requesting parental leave.