

## **Parental Leave**

### **1. Purpose**

- 1.1. This policy describes the entitlement and eligibility of employees to parental leave.

### **2. Scope**

- 2.1. This policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

### **3. Definition**

- 3.1. Parental leave is leave requested to enable a parent or carer to look after a child or make arrangements for the care of the child.

### **4. Eligibility**

- 4.1. To be eligible for parental leave an employee must have one year's continuous service with the University and:

either

- be named on the child's birth certificate;
- be the adoptive parent of the child, or
- have acquired formal parental responsibility for the child.

### **5. Entitlement**

- 5.1. The entitlement for each qualifying child is 18 weeks leave (pro rata for part-time staff). Parents can take parental leave up to the child's eighteenth birthday.
- 5.2. Any entitlement will take account of previous leave taken when in previous employment. The leave entitlement does not include separate provisions for adoption leave, paternity leave, dependant's leave or Shared Parental Leave, which are additional to any period of parental leave.
- 5.3. Leave must be taken in blocks of a week (or equivalent working week) up to a maximum of four weeks in any year.
- 5.4. Where the child is in receipt of disability living allowance, parental leave may be taken as single days up to a maximum of four weeks in any year (pro-rata equivalent).
- 5.5. Leave in excess of four weeks in any year will only be approved upon agreement of the line manager.

## **6. Notice**

- 6.1. The employee must give at least 21 day's notice of parental leave and must complete and submit a Parental Leave form PL24, available from the [Human Resources website](#) to their manager at least 21 days before the start date of the requested leave. The manager must complete and return the PL24 to the appropriate HR Officer, copied to the employee, at least 14 days before the start date of the requested leave. Where an employee takes parental leave for the first time, written confirmation of eligibility (birth certificate, adoption placement order, evidence of formal parental responsibility) will be required for the record. Any request from HR for documentary evidence must be complied with before leave is taken.
- 6.2. The manager may postpone the leave only when it would be extremely difficult to operate the service. In making such decisions the manager must consider the necessity to have parental leave at a specific time, e.g. the need to settle a child into a new school at a certain period of the year, and alternative arrangements that can be made to secure service delivery. Any reasons for postponement must be recorded on form PL24. Leave may only be postponed for up to six months from the start date requested by the employee.
- 6.3. The employee may appeal against a decision on postponement to the next level of line management. Any appeal must be lodged at least 10 days before the requested start date and a decision made five days before the requested start date.

## **7. Conditions of Service**

- 7.1. Parental leave is unpaid. Deductions will be based on the following calculations: 1/365th of annual salary per day of parental leave taken or 1/52nd of annual salary per week of parental leave. Any allowances being paid will also be zeroised.
- 7.2. Employees who are members of the West Yorkshire Pension Fund (WYPF) are required to pay pension contributions for the first 30 days of parental leave. For periods of leave in excess of this the individual may choose to elect to pay contributions. Where an individual elects, the University will continue to pay employer contributions for the same period of time as if normal earnings had been paid. Employee contributions for periods of unpaid leave will be deducted from normal earnings in the following weeks/month. Where an employee elects not to continue contributing to the WYPF, employer contributions will not be made and this period will not count towards the calculation of pension benefits.
- 7.3. For members of the Teachers' Pension Scheme the period of unpaid leave is not counted towards pensionable service. Employees cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 7.4. All other conditions of employment, excluding remuneration, continue throughout periods of parental leave.

**The University of Huddersfield**

**Request for Unpaid Parental Leave**

Part one: (Request to be completed by employee)

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Proposed Start Date of Leave: \_\_\_\_\_

Proposed End Date of Leave: \_\_\_\_\_ No. of weeks \_\_\_\_\_

This must be submitted to your line manager at least 21 days before the start of your requested leave.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Part two: (Approval to be completed by manager)

Leave is approved Yes  No

Start Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Reasons for postponement:

A decision must be made and notified to the employee within 7 days of receipt. This completed form should be forwarded to HR and a copy returned to the employee.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date: \_\_\_\_\_

Part three: HR Use

Documents recorded:	Birth certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Adoption Placement Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Evidence of Parental Responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Evidence of Disability Living Allowance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pension contributions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Record of leave	Current year _____	_____ weeks	Total leave _____ weeks

Signed \_\_\_\_\_ Date: \_\_\_\_\_