**Parental Leave Policy**

**Parental Leave Entitlement**

You are entitled to up to 18 weeks’ unpaid parental leave per child if you meet one of the following conditions:

* you are the parent of a child who is under 18 years of age
* you have adopted a child who is under the age of 18
* you have completed at least one year’s continuous service with the Employer
* you have or expect to have responsibility for the child
* the time off is to allow you to care for, or otherwise spend time with, the child

Parental leave must be taken in whole week blocks unless the child is disabled. You may only take four weeks for any child in 12 months.

**During Parental Leave**   
During parental leave, you will remain employed, although salary and other contractual benefits will be suspended. You will continue to accrue statutory holiday entitlement. Whilst on parental leave, you are still expected to, under your Contract of Employment, give proper notice if you choose to resign, keep confidential all the information, not accept gifts or other benefits, or participate in any other business during parental leave.

If you wish to take parental leave, you must give at least 21 days written notice of the day you intend to take parental leave and state when you intend to return to work. If you are an expectant father and wish to take parental leave when your child is born, you should specify the EWC for your child. If you want parental leave regarding adoption, 21 days’ notice still applies or as soon as reasonably practical.

Your Employer may choose to postpone a period of parental leave for up to six months if it is considered that the business would be unduly disrupted. Should this occur, your Employer will confirm the postponement in writing, give reasons, and suggest alternative dates. This will be done within seven days of the original application for parental leave.

**Returning from Parental Leave**

You are entitled to return to the same job should you wish to do so. If you take longer than four weeks (or parental leave follows additional maternity or adoption leave), you are entitled to return to the same job, or if that is not practical, to a similar position with the same status and terms and conditions.