

Parental Leave

Qualifying Conditions	1	One year's service at the Institute of Education before the start of the parental leave.
	2	The employee must provide to Human Resources evidence confirming that she/he is the parent or the person who is legally responsible for the child. Such evidence can be provided by, for example, the child's birth certificate, a document officially registering the employee as the child's father or guardian, or, in cases of adoption, papers confirming the adoption or the date of placement.
Entitlement	1	13 weeks' unpaid leave for each child (including for each child in the case of multiple births). 18 weeks' unpaid leave for each disabled child.
	2	Where the hours of work vary from week to week or over a long period, 'one week's leave' is calculated by dividing the total of the periods for which the employee is normally required to work in the year by 52.
	3	Where an employee's contractual working hours have been changed, 'one week's leave' is equal to the normal working week of the employee at the time the leave is taken.
Conditions	1	The leave must be taken in blocks or multiples of one week.
	2	Up to a maximum of four weeks' leave can be taken in any 12-month period, starting when the employee first becomes entitled to take parental leave in respect of an individual child (either when the child is born or adopted or when she/he has completed one year's service).
	3	The leave can only be taken until the child's 5 th birthday or, in the case of adoption, until five years have elapsed following placement or the child's 18 th birthday, if earlier. If there is no date of placement in the case of adoption, the leave can only be taken from the date the employee acquires parental responsibility and until the child's 5 th birthday.

	4	The purpose of parental leave is to care for a child, including looking after the welfare of a child or making arrangements for the good of a child.
	5	The employee is not normally permitted to undertake paid employment for another employer during parental leave.
Disabled Children	1	A disabled child is one for whom disability living allowance is awarded. Evidence must be provided of the child's entitlement to that allowance.
	2	The leave can be taken in blocks or multiples of one day.
	3	The leave can be taken up until the child's 18 th birthday.
Notice of Leave	1	Notice, not necessarily in writing, must be given to the Dean of Faculty/Head of Support Department at least 21 days before the beginning of the leave period. However, sympathetic consideration will be given to waiving this requirement in cases where unexpected circumstances arise, eg illness of the child.
	2	Where the leave is to be taken immediately after the birth or adoption of a child, the notice must be given 21 days before the beginning of the expected week of childbirth or placement.
	3	Where the leave is to be taken immediately after the adoption of a child and it is not possible for 21 days' notice to be given, the notice should be given as soon as is reasonably practicable.
	4	When leave is to be taken immediately after the birth/adoption of a child, it will begin on the day on which the child is born/adopted, regardless of whether the child is born early or late or placed for adoption earlier/later than anticipated.
	5	When the dates of the leave have been agreed by and confirmed with the Dean of Faculty/Head of Support Department, the relevant Faculty Human Resources Manager or Human Resources Administrator should be informed in writing, countersigned by the Dean of Faculty/Head of Support Department and naming the child in respect of which the leave is taken. Human Resources will write to the employee confirming the arrangements and arrange for the appropriate salary adjustment.

Postponement of Leave	1	The leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or is placed with the family for adoption.
	2	Parental leave can only be taken at times agreed by the employee's Dean of Faculty/Head of Support Department. Factors which may require the Dean of Faculty/Head of Support Department to request the postponement of leave could include a peak workload or holiday period, the absence of other staff at the same time or difficulty in finding a short term replacement or covering the absence by other means.
	3	The leave can be postponed for no more than 6 months.
	4	In such cases, the Dean of Faculty/Head of Support Department should discuss the matter with the employee and confirm the postponement arrangements in writing no later than 7 days after the employee has given notice to take leave, stating the reason for the postponement and the new days of parental leave (the length of which should be equivalent to the original request).
	5	If, because of postponement, the period of parental leave falls after the period in which the leave is to be taken, the employee is allowed to take the leave after this date.
Notice of Non-return		This will be in accordance with the contractual notice requirements.
Pay		Parental leave is unpaid
Occupational Pension (USS or SAUL)		The employee will preserve her/his continuity of pensions rights (as appropriate for those on unpaid leave status).
Annual Leave	1	Where the total of annual leave days, Institute closure days and public holidays due before/after parental leave is less than 20 for the relevant leave year, annual leave will continue to accrue during parental leave until the total equals 20.
	2	Where the total of annual leave days, Institute closure days and public holidays due before/after parental leave for the relevant leave year is 20 or more, annual leave will not continue to accrue during parental leave.

	3	Where parental leave is spread over two leave years, a separate calculation will be made for each leave year.
Right to Return to What	1	A member of staff returning from parental leave has the right to return to the job in which she/he was employed before her/his absence, with remuneration, seniority, pension and similar rights as they would have been and on terms and conditions no less favourable than if she/he had not been absent.
	2	When parental leave follows Ordinary Maternity Leave, the employee is entitled to return to the job in which she was employed before her absence, with remuneration, seniority, pension and similar rights as they would have been and on terms and conditions no less favourable than if she had not been absent.
	3	When parental leave follows Additional Maternity Leave, the employee is entitled to return to the same job to which she would have been entitled to return after her period of Additional Maternity Leave.

Approved by the Finance and General Purposes Committee at its meeting on 19 February 2002

Amended in line with revised structure December 2007

4 December 2007