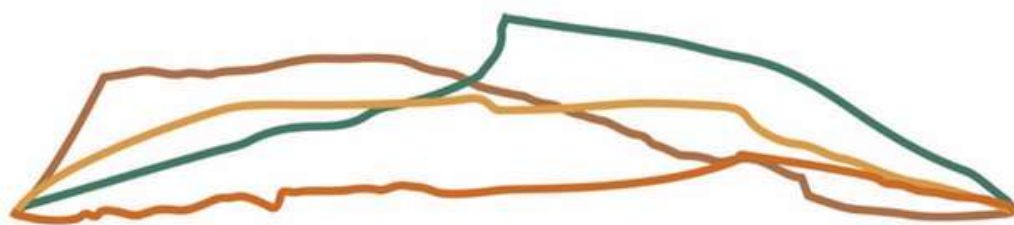


Parental Leave Policy - Academies



IRONSTONE ACADEMY TRUST

January 2019

Adopted By: IAT

Date: July 2016

| Review Date | Type of Review | Comments | Initials |
|-----------------|----------------|--------------------------------------|----------|
| 15.11.2011 | HR | 3 year review | |
| 12.02.2013 | HR | Change in Legislation | RT |
| 01.08.2015 | HR | Change in Legislation – see para 1.1 | BE |
| 01.01.19 | | Reviewed & Updated | |
| | | | |

1.0 OVERVIEW

- 1.1 With effect from 5th April 2015 eligible employees can take up to 18 weeks' unpaid Parental Leave per child under the age of 18 years. Parental leave is to allow employees the opportunity to take time off work to look after a child, make arrangements for the child's welfare or to spend more time with their child.
- 1.2 Parental Leave should not be confused with Shared Parental Leave which is an entirely separate entitlement.
- 1.3 This policy applies to all employees of the academy who meet the eligibility criteria.

2.0 ELIGIBILITY

- 2.1 Employees are entitled to Parental Leave if they:
- have a child under the age of 18
 - have completed one year's service with the academy
 - have or expect to have a parental responsibility for the child
 - are a foster parent who has secured parental responsibility through the courts

3.0 ENTITLEMENT

- 3.1 Employees are entitled to 18 weeks unpaid parental leave for each child born or adopted under the age of 18 years. In the case of multiple births the entitlement is 18 weeks per child.
- Leave may be taken straight after the birth or adoption or following a period of maternity leave. Employees can take it at any time up to the child's 18th birthday.
 - Employees must give at least 21 days written notice specifying when the leave is to commence and finish.
 - To take parental leave straight after the birth or adoption of a child, an employee should give notice 21 days before the beginning of the expected week of childbirth or placement. In cases where this may not be possible notice should be given as soon as possible
- 3.2 Both parents are entitled to parental leave, so, if both parents are employed by the academy they are entitled to 18 weeks each.
- 3.3 Leave can **only** be taken in blocks or multiples of a week. If a period is taken shorter than a week this will be counted as a week. However, the parent of a disabled child may take parental leave in blocks or multiples of a single day.
- 3.4 Employees may only take 4 weeks leave per child per year. This can be one block of four or multiples of a week, subject to the needs of the academy.

- 3.5 Parental Leave can be postponed subject to the exigencies of the academy except where leave has been requested immediately after the birth or adoption of a child.
- 3.6 Leave postponed must be granted within 6 months of the original request following consultation with the employee. This must be confirmed in writing.
- 3.7 If the leave is for 4 weeks or less an employee is entitled to return to the same job with terms and conditions that are no less favourable than they would have been had the employee not been absent from work.
- 3.8 Any deliberate misuse of the Parental Leave provision will be considered to be a disciplinary matter and will be subject to the appropriate disciplinary procedures.

4.0 PROCEDURE

- 4.1 All employees wishing to apply for Parental leave must initially complete two forms:
- i) **HR/SCH/EP5I Declaration form**, this registers all initial details of the child/children concerned. If the child has not yet been born then this form should be completed and forwarded to the Headteacher immediately after the birth.
 - (ii) **HR/SCH/EP5H Request for Parental Leave**, this form must be completed each time leave is requested. At least 21 days notice should be given of the commencement of the leave. If not already provided, a copy of the child's birth certificate, mothers MATB1 form or child's adoption certificate should be attached to this form.
- 4.2 The Headteacher then completes the appropriate section on form HR/SCH/EP5H and must inform the employee of the decision in writing within 7 days of the request for leave.
- 4.3 If Parental Leave is postponed due to exigencies of the academy the reasons must be included in the letter to the employee.
- 4.4 When Parental Leave is authorised, details must be forwarded to your payroll provider to ensure any salary payments are stopped.
- 4.5 A record should be kept by the Headteacher of all Parental Leave taken.
- 4.6 In the event of an employee leaving the academy details of leave taken may be requested by a new employer

5.0 PENSION DEDUCTIONS

- 5.1 For members of the LGPS, pension contributions will **not** be made during any period of unpaid leave. However, the employee may elect to pay these contributions on each occasion of unpaid leave. Employees who wish to purchase the amount of lost pension and make the election within 30 days of returning to work then the cost of the APC will be split between the employee and employer. The employer will pay 2/3rds of the cost, and this is known as a Shared Cost Additional Pension Contribution (SCAPC). Employees can obtain a quote and print off an application form to buy **lost** pension at www.lgps2014.org.
- 5.2 If the employee chooses to pay back pension contributions, the employee will need to forward the application form to buy lost pension to their payroll provider who will make the appropriate deductions and forward to the Pensions Section for record to be updated. If the employee chooses not to pay back the pension contributions, then the unpaid service will not count for pension purposes.
- 5.3 For members of the Teachers' Pension Scheme any period of unpaid leave will not count towards reckonable service for pension purposes. Pension contributions will not, therefore, be made during the period of unpaid leave.

6.0 PARENTAL LEAVE CHECKLIST

| PROCEDURE | YES | NO | DATE | COMMENTS |
|--|-----|----|------|----------|
| Declaration form HR/SCH/EP5I received | | | | |
| Appropriate Supporting Evidence received | | | | |
| Request received on form HR/SCH/EP5H | | | | |
| Headteacher completed Section 3 for approval or postponement | | | | |
| Letter sent to employee informing of decision within 7 days of request | | | | |
| Agreed leave taken and recorded by Headteacher | | | | |
| Leave postponed | | | | |
| Meeting with employee taken place | | | | |
| Agreed leave taken and recorded (within 6 months) | | | | |
| Parental Leave details to be forwarded to Payroll provider. | | | | |