

**School’s**

**Parental Leave Policy**

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**APPENDICES**

Appendix K - Parental Leave Option Form

**1. SCOPE OF THE GUIDANCE**

1.1 This guidance document applies to all employees of the School.

**2.** **ENTITLEMENT TO PARENTAL LEAVE**

2.1 In order to qualify for Parental Leave employees must:

* Be the parent, adoptive parent or guardian of a qualifying child; and
* Be named on the child’s birth certificate or have parental responsibility under the Children Act (1989) for the child. It should be noted, however, that employees do not have to be living with the child in order to qualify for Parental Leave; and
* Have a period of at least 1 year’s continuous local government service by the time they want to take Parental Leave.

2.2 The purpose of Parental Leave is to care for a child; this includes looking after their welfare, making arrangements in the interests of the child and spending more time with the child, for example:

* To spend more time with a child during their early years;
* To accompany a child during a planned stay in hospital;
* To settle a child into new childcare arrangements;
* To enable a family to spend more time together;
* To investigate new schools.

2.3 Parental Leave should not be used for the purpose of family emergencies, as sufficient notice needs to be given before exercising the entitlement (see the Flexible Working Policy for entitlement to emergency time off for dependants).

2.4 Use of Parental Leave for purposes other than those mentioned above may amount to misconduct and as such may be subject to the School’s Disciplinary Procedure.

**3.** **NOTIFICATION**

3.1 Employees are required to give their line manager/Headteacher at least 21 days notice before the date on which Parental Leave begins. Employees should complete the Parental Leave Option Form (Appendix K) and hand this to their line manager/Headteacher.

3.2 Employees may be asked to provide evidence of the right to Parental Leave, for example, the child’s birth certificate, adoption papers or a record of the child’s Disability Living Allowance payments.

3.3 The School may postpone a request for Parental Leave for a period of up to 6 months, after the beginning of the requested period, if there is a clear business reason.

3.4 Parental Leave will not, however, be postponed if employees give the appropriate notice to take the leave immediately after their baby is born or a child is placed for adoption.

3.5 If the postponement takes the period of Parental Leave beyond the normal period when leave can be taken then employees will be allowed to take their leave after this date.

3.6 The line manager/headteacher will respond, in writing, within 7 days, stating the reason for the postponement and setting out the new dates for Parental Leave.

**4.** **PARENTAL LEAVE**

**Leave Entitlement**

4.1 Employees are entitled to 18 weeks’ Parental Leave (a maximum of 4 weeks per rolling year) for each qualifying child.

4.2 One week’s Parental Leave is pro rata to the employee’s standard working week or the average number of hours worked per week, if this is variable.

4.3 Employees are eligible to a separate Parental Leave entitlement for each qualifying child. This applies equally where they have more than one child as part of a multiple birth or where more than one child is placed for adoption within the same arrangement.

4.4 Both employees and their partner are eligible to take Parental Leave for each child.

4.5 Parental Leave is an individual entitlement and is non-transferable between parents.

4.6 Parental Leave entitlement will pass from employer to employer if an employee changes jobs. The School operates a policy of requesting details of Parental Leave taken with a previous employer when taking up references for newly appointed employees. Any Parental Leave taken with a previous employer will be deducted from the remaining balance.

**Payment**

4.7 There is no entitlement to pay during any period of Parental Leave. However, under certain circumstances, employees may be entitled to Income Support or other benefits. Employees are advised to contact the local Jobcentre Plus or Social Security office prior to taking any leave.

**How Parental Leave Can Be Taken**

4.8 Employees can take up to a maximum of 4 weeks Parental Leave per rolling year in respect of each child, starting with the date on which the employee became eligible to take Parental Leave.

4.9 Parental Leave must be taken in blocks or multiples of one week.

4.10 One week’s Parental Leave is equal to the length of time that an employee is normally required to work in a week. This means that a week’s leave for an employee who usually works from Monday to Friday is equal to five days, while for an employee who works Mondays and Tuesdays only, a week’s leave is equal to two days.

4.11 Some employees’ working patterns vary from week to week. In such cases, an average working week needs to be calculated as a fraction of the period for which he or she is required to work in a year.

4.12 Where a Bank Holiday falls during a period of Parental Leave, for example, a Bank Holiday Monday, the Tuesday to Friday will count as a full week’s entitlement.

4.13 Parents of a child entitled to a Disability Living Allowance can take Parental Leave in days or periods shorter than a week.

**When Leave Can Be Taken**

4.15 Parents of a child can take Parental Leave up to their child’s 18th birthday.

4.16 Adoptive parents of a child can take Parental Leave up to the 18th anniversary of the date when the child was placed for adoption or the child’s 18th birthday if this is earlier.

4.17 Employees taking legal parental responsibility for a child (i.e. a step-parent formally adopting a child who is already in the family) can take Parental Leave from the date on which they acquire parental responsibility up to the child’s 18th birthday.

4.18 Parents of a child who is entitled to Disability Living Allowance, can take Parental Leave up to the child’s 18th birthday.

4.19 Parental Leave can be taken directly following a period of maternity, adoption or Paternity Leave provided that the correct notification is given.