

## Parental Leave Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Michelle Knott

### 1. Introduction

- 1.1 The aim of parental leave is to allow employees the opportunity to take time off to care for a child. Reasons why a member of employee may wish to take unpaid parental leave include wanting to:
- Spend more time with his or her young child and achieve a better balance between their work and family commitments;
  - Be with the child during the initial stages of new childcare arrangements;
  - Help integrate their child into a new school.

### 2. Eligibility for parental leave

- 2.1 Parental leave shall be granted to others with parental responsibilities including; foster parents, adoptive parents prior to placement, grandparents with a significant parenting role, special guardianship and step-parents.
- 2.2 To qualify for parental leave, the employee must have been:
- employed by the school for more than a year
  - named on the child's birth or adoption certificate or they have or expect to have they're not self-employed or a 'worker', eg an agency worker or contractor
  - they're not a foster parent (unless they've secured parental responsibility through the courts)
  - the child is under 18

### 3. Notification of parental leave request

- 3.1 The employee must make every attempt to give the school as much notice as possible with a minimum of 21 days' notice in writing before the day on which they propose to take the leave.
- 3.2 Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the headteacher.
- 3.3 Every attempt will be made by the school to avoid postponement. In any event leave shall not be postponed for more than three months, apart from exceptional circumstances, and cannot be where employees in the particular circumstances outlined below have requested parental leave:

### 4. Amount of parental leave

- 4.1 The statutory right of employees to parental leave is a maximum of 18 weeks' unpaid leave. The entitlement for parental leave applies for each child and can be taken up to their 18<sup>th</sup> birthday. The maximum amount of parental leave that may be taken in any one year in respect of a child is four weeks' parental leave in blocks of not less than one week, except where the child is disabled, in which case it may be taken one day at a time.

### 5. Postponing parental leave

- 5.1 The taking of parental leave may be postponed in circumstances where there is a good business reason for doing so, for example the school/service would be unduly disrupted if the employee took leave during the period identified in his/her notice.
- 5.2 In this case, the school must permit the employee to take a period of leave of the same duration and beginning on a date determined in consultation with the employee no later than three months after original start date notified. Managers should discuss the request for leave with the employee with a view to coming to agreement over an alternative. This could be:
- A different pattern of leave – e.g. part time rather than full time.
  - A shorter or longer period of leave.
  - Alternative dates within the three-month period.
- 5.3 Following consultation and not more than seven days after the employee's notice was given to the school, the manager must give the employee notice in writing of the postponement, which states the reason for it and specifies the date on which the agreed period of leave will begin or end.
- 5.4 The school shall be sympathetic to flexible parental leave-taking arrangements requested by employee's subject to the needs of the services provided to students and the smooth running of the school. Parental leave may be taken:
- As a single block of 18 weeks
  - As a number of shorter periods of a minimum of half day
  - In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks as a single block.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**