

Ordinary Parental Leave Policy and Procedures

1. Purpose

- 1.1. Ordinary Parental leave is a statutory right to take time off work on an unpaid basis to look after a child or make arrangements for the child's welfare.
- 1.2. This policy aims to support parents to balance their work and family commitments.

2. Scope

- 2.1. The policy enables all eligible employees to take unpaid leave up to their child's 18th birthday.
- 2.2. This policy does not form part of any employee's contract of employment and the company may amend it at any time.

3. Eligibility

- 3.1. Employees must have worked for UMC Ltd continuously for a period of 12 months by the time they want to take the leave.
- 3.2. Mothers and fathers, either natural or adoptive parents, those parents under a surrogacy arrangement with legal parental responsibility or any employee who has legal parental responsibility for a child, can qualify for ordinary parental leave; they must either be named on the child's birth certificate or they must have, or expect to have, parental responsibility for the child.
- 3.3. The company may ask the employee to produce evidence of parenthood or parental responsibility. This could be in the form of, for example, a full birth certificate, adoption papers or a document certifying that the child has been awarded disability living allowance (see 4.6).

4. Provisions

- 4.1. Each parent can take 18 weeks unpaid parental leave for each child during the first 18 years of the child's life.

- 4.2. The leave should be used only for the purpose of **caring for a child**, meaning that both the mother and the father can take 18 weeks leave for each child.
- 4.3. One week's parental leave is equal to the employee's contracted hours per week.
- 4.4. Parental leave will normally be taken in a minimum block of a week with a maximum of 4 weeks being taken in any one calendar year.
- 4.5. Requests for longer or shorter periods will be considered and the company will be as flexible as possible whilst ensuring that work is adequately covered during any period of absence.
- 4.6. If the employee's child has been awarded disability living allowance, leave may be taken as single days.
- 4.7. Requests may be postponed by a period of up to 6 months when the company cannot cope with the loss of a particular individual and, in exceptional circumstances, when no other alternatives can be found; this will not be the case where parental leave has been requested immediately after childbirth or immediately after placement for adoption.
- 4.8. In exceptional circumstances the company may grant parental leave over and above the 18 weeks statutory entitlement and this will be agreed on a case by case basis.

5. Conditions during Ordinary Parental Leave

- 5.1 Normal terms and conditions of employment will apply (except for pay) and an employee will continue to accrue annual leave.
- 5.2 The employee and the company will continue to pay pension contributions.
- 5.3 At the end of parental leave, the employee will be entitled to return to the same job, provided that the leave was for a period of four weeks or less (and did not follow on immediately from a period of maternity, adoption or shared parental leave).

6 How to apply

- 6.1 Wherever possible 21 calendar days' notice must be given to request parental leave; however, the company accepts that this may not always be possible and will not unreasonably withhold parental leave that is requested with less than 21 calendar days' notice.
- 6.2 All applications must be submitted using form PARL1 to the employee's line manager.
- 6.3 The line manager will normally meet with the employee to discuss their request and confirm their decision within 10 working days.

- 6.4 If parental leave is granted, the line manager will confirm of the period of unpaid leave in writing.
- 6.5 If the request is rejected the line manager, in consultation with HR, will confirm this decision and the reasons for it in writing.

7 Appeals

- 7.1 This policy provides an employee with the right to appeal the decision of the line manager within 10 working days of it being notified to them; the grounds of appeal should be put in writing to the UMC-designated Human Resources (HR) Partner.
- 7.2 A representative from the HR team (not previously involved with the application) will review the application; they may request further information and/or evidence, and may wish to meet with the employee and/or the line manager.
- 7.3 The employee may, if they wish be accompanied by either their Trade Union Representative or a work place colleague at any meeting they are invited to attend.
- 7.4 The HR Representative will review whether the line manager was justified in refusing the request.
- 7.5 The HR Representative will notify the employee of the outcome of the appeal in writing within 20 working days of being asked to review the application. Their decision will be final.

Form PARL 1: Notice of intention to take unpaid Ordinary Parental Leave

To be completed by employee and given to Line Manager for approval.

(see Ordinary Parental Leave Policy for details)

Your Details	
Surname:	
First name(s):	
Post title:	
Organisational Unit:	
Contact phone number:	
Employee number (on payslip):	
Dates for Leave	
Date the child was born/ placed for adoption/or date that you became legally responsible for the child:	
Does the child receive disability living allowance:	Yes/ No
Amount of parental leave already taken in respect of this child (including leave obtained from previous employers):	
Name of child that request is made in respect of:	
Dates of and amounts of parental leave requested in this application:	
Declaration	
You must be able to tick both boxes to get parental leave entitlement:	I declare that: <ul style="list-style-type: none"> • I have responsibility for the child's upbringing • I will take time off work to care for the child
Signature:	Date:
To be completed by Line Manager and sent to HR Services to amend pay	
Unpaid leave approved for – dates:	
Manager Name:	
Manager Signature:	Date:

Document control box	
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Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	
Related policies:	
Related procedures:	
Related guidance and or codes of practice:	
Related information:	
Policy owner:	UMC-designated HR Partner
Lead contact:	Andrew Stephens, Human Resources Partner