

STRONGER together



Lewes District Council



Working in partnership with **Eastbourne Homes**

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1. Introduction

- 1.1. This document sets out the circumstances where employees who have parental responsibilities may take unpaid time off work to look after their children who are under 18.
- 1.2. We are committed to supporting a positive work-life balance for all our employees and recognise that time off with children is important. If you are eligible (see below), you can take ordinary parental leave to care for your child, enabling you to respond to any particular needs, without having to stop work altogether.

2. Can I take ordinary parental leave?

You can take ordinary parental leave to care for your child if you:

- Have a minimum of one year's continuous service with the Councils by the time you take the leave
- Have, or expect to have, responsibility for the child

If you are unsure if you are entitled to ordinary parental leave please contact your HR Business Partner

3. How much ordinary parental leave can I take?

- 3.1. You can take up to 18 weeks' unpaid leave for each child, subject to a maximum of four weeks' leave for each child in any one-year period.
- 3.2. You must take ordinary parental leave in blocks of at least one week. However, if your child has a disability, you can take the leave one day at a time.

- 3.3 Your entitlement to ordinary parental leave carries over from any previous employment. This means that if you have taken ordinary parental leave with a previous employer:
- 3.3.1. You can take the balance with the Councils, but you must wait until you have worked for us for at least one year; and
 - 3.3.2. We will ask you about the amount of ordinary parental leave already taken with your previous employer
- 3.4 If you are unsure how much ordinary parental leave you can take, please contact your HR Business Partner.

4. What notice should I give to take ordinary parental leave?

To take ordinary parental leave, you normally need to provide at least 21 days' notice, and specify when the leave will begin and end. Please use the 'request to take parental leave form' when you wish to take this type of leave (see Appendix A).

4.1. Fathers or others who will have parental responsibility requesting leave to begin when their child is born:

You can ask for your leave to begin when your child is born, whether this is earlier or later than expected. In these circumstances, you should give at least 21 days' notice prior to the expected week of childbirth. Your notice should set out the expected week of childbirth and the length of the leave you are requesting.

4.2 Adopters requesting leave to begin on the child's placement:

You can ask for your leave to begin when the child is placed with you for adoption, whether this is earlier or later than expected. In these circumstances, you should give at least 21 days' notice prior to the beginning of the week in which the placement is expected to occur. If 21 days' notice is not possible, please provide notice as soon as you can.

4.3. Paternity Leave

4.3.1. If you are considering taking ordinary parental leave on the birth of your child (or if you are an adopter, the placement of the child with you for adoption), you should bear in mind that you may also be entitled to two weeks' paid paternity leave.

4.3.2. Paternity leave must normally be taken within 56 days of the child's birth or placement with you for adoption.

4.4 Evidence to take paternity leave

You will be asked for evidence to support your request for ordinary paternity leave. This would normally be your child's birth certificate or certificate of adoption.

5. Postponing your ordinary parental leave

5.1. Whilst our aim is to agree your request for ordinary parental leave, there are circumstances in which we may need to postpone your start date. We will only do this if your absence would cause undue disruption to the councils, and will give you written notice of the postponement no more than seven days after we receive your request.

5.2. However, we will not postpone your period of ordinary parental leave if the leave date starts on the birth of your child or your child's placement for adoption.

5.3. If we postpone your period of ordinary parental leave you line manager will discuss alternative dates with you to take that period of leave within six months of the first day of the postponed leave.

6. While you are on ordinary paternity leave

During your leave, all your terms and conditions, except normal pay, will continue.

This means that, whilst payment of your salary will cease, all other benefits remain in place. Annual leave will continue to accrue in the normal way.

7. Returning to work after ordinary parental leave

- 7.1. If you take an isolated period of ordinary parental leave of four weeks or less, you are entitled to return to the same job you were doing before your absence.
- 7.2. You are entitled to your previous job, or, if that is not practical for the councils, to another job that is both suitable and appropriate in the circumstances if you:
- 7.3. take a period of ordinary parental leave of more than four weeks; or
- 7.4. take a period of ordinary parental leave of four weeks or less following on immediately from a period of maternity, adoption, paternity and/or shared parental leave (taken in relation to the same child) that lasted more than 26 weeks
- 7.5. If you are taking ordinary parental leave and are unsure what your rights are on your return, please contact your HR Business Partner.

Appendix A



Parental Leave Request Form

| | | | |
|---|--|------------------|--|
| Name of employee | | Job title | |
| Date of commencement of employment | | | |
| Amount of ordinary parental leave taken previously in respect of relevant child | | | |
| <p>I would like to apply for [] [week(s)/day(s)] unpaid parental leave from [date] to [date]. (applications for ordinary parental leave in periods of a day or multiples thereof may be made only where the child in question is disabled)</p> <p>The leave requested relates to my [baby/son/daughter] [name where applicable] [due on [] / who was born on []].</p> <p>[I attach a copy of [child's name]'s [birth certificate/adoption papers].]</p> | | | |
| <p>I recognise that the organisation is entitled to make enquiries of all or any of my previous employers in relation to any previous periods of ordinary parental leave taken.</p> <p>I also recognise that the organisation may postpone the period of leave requested by up to six months where the leave requested does not coincide with the expected week of my child's birth or adoption and the business would otherwise be unduly disrupted by my absence.</p> | | | |
| Signed | | Date | |
| <p>Please return this form to your HR Business Partner at least 21 days prior to the date on which your requested period of ordinary parental leave is due to commence.</p> | | | |

The organisation treats personal data collected while managing your ordinary parental leave in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in Employee Privacy Notice.