

## **PARENTAL LEAVE POLICY**

### **INTRODUCTION**

This policy outlines entitlement to Parental Leave for Tayside Contracts' employees.

### **SCOPE OF POLICY**

This policy applies to all individuals working at all levels and grades within Tayside Contracts.

The policy applies to parents who care for children under the age of eighteen.

It does not apply to grandparents, sisters, aunts, uncles or any other family member who does not have legal parental responsibility.

### **PARENTAL LEAVE ENTITLEMENT**

Parental Leave is a legal entitlement which allows eligible employees unpaid time off work to look after their child and should not be confused with Shared Parental Leave, for which a separate policy exists.

#### **Eligibility for Parental Leave**

You are entitled to Parental Leave if you:

- Have at least one year's continuous local authority service.
- Have legal parental responsibility for a child under the age of eighteen.
- Comply with Tayside Contracts notification, evidence and declaration requirements.

If you qualify, you are entitled to:

- Unpaid Parental Leave up to a maximum of 18 weeks in total.
- A week is based on your normal working pattern over 7 days.
- Parental Leave may be taken in multiples of a week or multiples of a week up to a maximum of 4 weeks per child in any one year. In the event of a part week being taken, it will count as a full week of entitlement unless your child qualifies for Disability Living Allowance in which case Parental Leave may be taken in single days, subject to a maximum of 4 weeks in any one year.

### **HOW TO APPLY FOR PARENTAL LEAVE**

If you wish to take a period of Parental Leave, you must complete and submit an 'Application for Parental Leave' form to the HR Admin Team at least 21 days before you wish the leave to begin.

- ✓ Your application must include a copy of your child's birth certificate or adoption certificate.

#### **Refusals**

Your Head of Unit/Division may ask you to delay your request for a period of leave, if your absence will adversely impact on Tayside Contracts ability to deliver services. The Head of Unit/Division will confirm in writing any decision to delay granting parental leave within 7 calendar days of receipt of

your original request. Any postponement cannot exceed 6 months. Your request cannot be refused if you have requested to take parental leave immediately after the birth or adoption of a child, provided 21 days notice has been given.

### **CONTRACTUAL NON-CASH BENEFITS**

With the exception of remuneration and salary sacrifice schemes, your terms and conditions of employment will be unaffected during Parental Leave.

### **PENSION CONTRIBUTIONS**

You will continue to pay pension contributions during any period of Parental Leave.

### **RELATED POLICIES**

The Parental Leave Policy and Application for Parental Leave Form links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Adoption Leave and Pay Policy
- Job Sharing
- Maternity Leave and Pay Policy
- Request for Flexible Working
- Shared Parental Leave
- Time off for Dependents

### **POLICY REVIEW**

The Parental Leave Policy will be reviewed at three yearly intervals, or as required by legislative changes.

### **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**