



*Stepney Primary School*



*A Small School With Great Expectations*

# Parental Leave Policy

**Hull City Council  
Workforce Strategy  
Implementation Date: July 2000  
Updated September 2007**

**THIS POLICY MUST BE READ IN CONJUNCTION WITH  
THE ACCOMPANYING GUIDELINES.**

**INTRODUCTION AND OBJECTIVES**

1. The City Council welcomes the implementation of the Employment Relations Act and, in this Policy, gives a generous interpretation to the provisions of the Act, in keeping with the Council's commitment to equal opportunities in employment and family-friendly employment policies.
2. The Parental Leave Policy will enable the Council to help relieve the pressure on employees, where the conflict between being a responsible parent and being a reliable employee is causing tension.
3. The Policy enables an employee, who has, or is expecting to have responsibility for a child, to take up to 13 weeks' unpaid absence from work, during the first 8 years of the child's life, for the purpose of caring for, bonding with, or simply being with that child. In the case of a child with a disability (i.e. one for whom a disability living allowance is provided) the period of parental leave is increased to a maximum of 26 weeks, which may be taken at any time during the first 18 years of the child's life.
4. This leave is intended to assist employees in overcoming some of the important issues and problems, which arise where they have parental responsibility for young children. This could include, for example, disruption in child-care arrangements, helping the child through sometimes difficult periods (e.g. starting nursery/school), or simply spending quality time with the child.
5. Parental leave is different from other leave in that the focus is on the child's needs and the parental responsibilities of the employee. There does not need to be a specific reason given for the leave, providing that it is being taken for a reason related to the child.

**FAMILY LEAVE POLICY**

6. The Council also has a Family Leave Policy, which is intended to cover emergency situations, such as bereavement, acute domestic distress, illness of a child, maternity support leave, etc. Parental leave is not to be confused with family leave.

**ELIGIBILITY**

7. The Policy applies to all employees of the Council, regardless of length of service, except employees in schools with delegated powers, unless adopted by the Governing Body. The provisions of the policy apply from the date of its implementation.
8. In the case of employees engaged on a fixed term contract of employment, parental leave will be limited to a maximum of 4 weeks per year, pro rata to the length of service anticipated within the current contract and added to any previous continuous service. For example, a person engaged on a fixed term contract for 6 months will be entitled to 2 weeks' parental leave. If the period of

employment is subsequently extended, the parental leave entitlement will increase on a pro rata basis. The maximum of 13 weeks' parental leave in respect of each eligible child still applies.

9. For temporary employees, parental leave is available from the commencement of employment, if they already have eligible children, or from the date of birth of the eligible child, if born after commencing employment with the Council.
10. Part-time employees are subject to the same parental leave entitlement as full-time employees, on a pro rata basis.
11. The provisions of this Policy are open to any employee who is:-
  - (a) the biological, or stepparent of a child, under the age of 8 years, who still has full or shared parental responsibility for the child. This will include biological parents, who are separated or divorced from their spouses, but who have visitation rights in respect of their child;
  - (b) the adoptive parent of a child under the age of 8 years;
  - (c) the official guardian of a child under the age of 8 years;
  - (d) a foster parent of a child under the age of 8 years, subject to a maximum entitlement equivalent to a person with 2 children;
  - (e) a person who can demonstrate that he/she has acquired formal parental responsibilities, temporarily or otherwise, for a child under the age of 8 years;
  - (f) a partner of any of the above, regardless of gender.
12. Parental leave will be available in respect of each child who is under the age of 8 years, at the date of commencement of the leave, where one of the criteria in paragraph 11, above, is met.
13. In the case where the child was placed with the employee for adoption by him/her, parental leave is available until the eighth anniversary following the date on which the placement began, or until the child's eighteenth birthday, whichever is the earlier.
14. The age limit is extended to 18 years in the case of children with a disability (i.e. a child for whom disability living allowance is awarded) and the entitlement to parental leave, in such cases, is increased to a maximum of 26 weeks.
15. The Council will require evidence of the employee's parental, or other status in relation to the child. In some cases, this may take the form of documentary evidence from an appropriate body. In the case of disabled children, the Council will require evidence that the child is in receipt of the disability living allowance. This evidence will only be required once. A copy should then be retained with the parental leave record.

16. Where both partners are employees of the Council, parental leave will be available to both employees. However, parental leave is not transferable between the 2 partners.
17. Where both partners, who are employees, wish to be off at the same time, such request should not be unreasonably withheld. However, applicants for parental leave should take account of the needs of the service, wherever possible.
18. Whilst parental leave should not be withheld, if there are good business reasons for doing so it may be postponed for up to 3 months. However, it may not be postponed at all if it is to be taken immediately after the time the child is born or is placed with the family for adoption.

[Parental Leave – Procedure](#)

[Parental Leave – Guidelines](#)

CPS/DD  
Parental Leave Policy  
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## **PERSON RESPONSIBLE WITHIN SCHOOL**

This is a Local Authorities Policy which was adopted at the Full Governing Body Meeting. Mrs M Codd will continue to monitor and update in accordance with the Local Authorities updates.

This policy was last monitored in Spring 2012 by Mrs M Codd, and no changes have been made by the LA.