

PARENTAL LEAVE POLICY

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Ratified by: (Name of responsible Committee)	Senior Managers Meeting Remuneration Committee
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REVIEW AND AMENDMENT LOG

Version Number	Date	Author	Description of Change or reason for update
V4	Oct 18	MLCSU People Services Team	Review in two years or sooner in line with legislation Key changes: Grammar and Formatting.
V5	Sept 19	Demi Shaw	Policy reviewed and Review date updated

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Part 1

1. POLICY STATEMENT

- 1.1 Parental Leave is provided to enable employees to take time off work to look after a child or make arrangements for a child's welfare. Parents or those who have formal parental responsibility can use it to spend more time with children and strike a better balance between their work and family commitments.
- 1.2 This Policy should also be seen as operating with the provisions on flexible working arrangements and employment breaks (see appropriate policies for more information). It should be noted that Parental Leave is unpaid.

2. PRINCIPLES

- 2.1 Employees who have nominated caring responsibility for a child under 18 are eligible for Parental Leave

Entitlement to Leave

- 2.3 The right to parental leave entitles all employees who have completed 12 months continuous NHS service to take a period of unpaid leave to care for each child *under 18*
- 2.4 The entitlement is 18 weeks unpaid leave per child under 18 to be taken in periods of at least one week at a time. In the case of twins, each parent will be entitled to 18 weeks for each child (18 weeks for parents of each adopted or disabled child). All leave entitlements are pro-rata.
- 2.5 A maximum of four weeks can be taken in any one year. Both parents can take parental leave.

Timescales for Taking Parental Leave

- 2.6 Up to 18 weeks leave up until the child's 18th birthday
- 2.7 Parents can start taking parental leave as soon as a child is born or placed for adoption, or as soon as they have completed one year continuous NHS service, whichever is later.

Requests for Parental Leave

- 2.8 All requests for parental leave must be made on the appropriate form attached to this policy, signed by a departmental manager and sent to payroll for recording and payment purposes.

3. EQUALITY

- 3.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good

relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. MONITORING & REVIEW

- 4.1 The policy will be reviewed periodically by the HR team in conjunction with operational managers at the CCG and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

Part 2

1. PROCEDURE

Applying for Parental Leave

- 1.1 When applying for parental leave the employee must, where possible, complete the attached form and:
- specify the length of leave required;
 - give at least 21 days' notice before the beginning of the period of leave.

The Line Manager and employee will then meet to discuss the application. Where approved in line with the request, the Line Manager will advise payroll of the arrangements and place the application form and related documents in the personal file.

Postponing Parental Leave

- 1.2 Parental Leave may be postponed in exceptional circumstances where the timing would cause significant operational problems.
- 1.3 If a request for leave is postponed:
- it will only be deferred once, and alternative dates will be offered;
 - postponement will be for no longer than three months;
 - deferred leave offered will be for the same length of time as that requested, and the start and end dates of deferred leave will be mutually agreed;
 - an employee will be given reasonable written notice of a deferral together with the reasons. The minimum notice will be:
 - two weeks before the start of the requested leave where the leave is for two weeks or less;
 - where the leave is more than two weeks, the same length as the parental leave requested;

An employee who considers that his/her request for leave has been unreasonably postponed, may appeal through the Organisations Grievance Procedure.

Arrangements During Parental Leave

- 1.4 Whilst taking parental leave, employees are on unpaid leave.
- 1.5 During the period of parental leave, the employee will retain all contractual rights except remuneration, including entitlement to annual leave, eligibility for an annual incremental payment, and pension rights. Pension contributions will continue to be payable during periods of parental leave. Arrears of contributions will be deducted by the payroll department over an agreed period of time.

Returning from Parental Leave

- 1.6 On resuming work after a period of parental leave, employees will return to their job on remuneration and other terms and conditions no less favourable than if they had not taken parental leave.
- 1.7 Where the employee's job has been changed in his/her absence, the employee must be notified in writing of this change prior to their return and allocated a similar job with no less favourable remuneration and terms and conditions.

Parental Leave Application Form

NAME:	
JOB TITLE:	
ESR NO:	
DEPARTMENT:	
DATE OF COMMENCEMENT WITH CCG:	
AMOUNT OF LEAVE REQUESTED:	
DATE LEAVE IS TO START: (you must endeavour to give at least 21 days' notice)	
I request authority for the above parental leave and I accordingly authorise deduction from my pay. I understand that leave requested can be postponed in exceptional circumstances and a written explanation will be provided.	
Signature:	Date:
TO BE COMPLETED BY MANAGER	
I authorise this application for Parental Leave	
OR	
I wish to defer this application until _____ (new date) for the following exceptional reasons:	
I have discussed this with the applicant and the new date has been agreed.	
Signature:	Date:
Job Title:	

Appendix 2

Equality Impact Assessment



Parental Leave
Policy EIA