

## **Parental Leave**

### **Purpose and Context**

This policy describes the entitlement and eligibility of members of staff to parental leave.

### **Scope**

The policy applies to all University staff.

Our policy endeavours to be fully inclusive and supportive of all types of couples and family relationships and we have attempted to reflect this within our policy. Where individual staff members are in relationships not outlined in the document and are finding barriers to access, we encourage a conversation with the HR Team. We will evolve our policy in line with your feedback, regulations, best practice and legislative developments.

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## **1 Introduction**

- 1.1 Parental leave is leave requested to enable a parent or carer to look after a child or make arrangements for the care of the child.

## **2 Eligibility**

- 2.1 To be eligible for parental leave a member of staff must either:
  - a) be named on the child's birth certificate;
  - b) be the adoptive parent of the child, or
  - c) have acquired formal parental responsibility for the child.

## **3 Entitlement to Parental Leave**

- 3.1 The entitlement for each qualifying child is 18 weeks leave (a week equals the length of time a member of staff normally works over 7 days). Parents can take parental leave up to the child's eighteenth birthday.
- 3.2 Any entitlement will take account of previous leave taken when in previous employment. The leave entitlement does not include separate provisions for adoption leave, paternity leave, dependant's leave or shared parental leave, which are additional to any period of parental leave.
- 3.3 Leave must be taken in blocks of a week (or equivalent working week) up to a maximum of four weeks in any year.
- 3.4 Where the child is in receipt of disability living allowance, parental leave may be taken as single days up to a maximum of four weeks in any year (pro-rata equivalent).
- 3.5 Leave in excess of four weeks in any year will only be approved upon agreement of the line manager.

## 4 Notice

- 4.1 The member of staff must give at least 21 days' notice of parental leave and must complete and submit a Parental Leave form, available from the [Human Resources website](#) to their manager at least 21 days before the start date of the requested leave. The manager must complete and return the Parental Leave Request form to the HR team (insert email), copied to the member of staff, at least 14 days before the start date of the requested leave. Where a member of staff takes parental leave for the first time, reasonable documentary evidence of eligibility such as birth certificate, adoption placement order, evidence of formal parental responsibility will be required for the record. Any request from HR for documentary evidence must be complied with before leave is taken. Such request will not be requested repeatedly.
- 4.2 The manager may postpone parental leave only where it would be extremely difficult to operate the service if the leave were taken at the time requested. In making such decisions, the manager must consider:
- the purpose of the parental leave and the timing requested;
  - the operational needs of the service; and
  - whether alternative arrangements could reasonably be made.

Any reasons for postponement must be recorded on the Parental Leave Request Form. Leave may only be postponed for up to six months from the original requested start date.

- 4.3 The member of staff may appeal against a decision to postpone parental leave to the next level of line management. Any appeal must be lodged within 10 days of the postponement decision being communicated.

## 5 Conditions of Service for Parental Leave

- 5.1 Parental leave is unpaid. Deductions will be based on the following calculations: 1/365th of annual salary per day of parental leave taken or 1/52nd of annual salary per week of parental leave. Any allowances being paid will also be zeroised.
- 5.2 Members of staff who are members of the West Yorkshire Pension Fund (WYPF) are required to pay pension contributions for the first 30 days of parental leave. For periods of leave in excess of this the individual may choose to elect to pay contributions. Where an individual elects the University will continue to pay employer contributions for the same period of time as if normal earnings had been paid. Staff member contributions for periods of unpaid leave will be deducted from normal earnings in the following weeks/month. Where a member of staff elects not to continue contributing to the WYPF, employer contributions will not be made and this period will not count towards the calculation of pension benefits.
- 5.3 For members of the Teachers' Pension Scheme the period of unpaid leave is not counted towards pensionable service. Members of staff cannot elect to pay contributions but may wish to consider purchasing additional pension within the Scheme.
- 5.4 All other terms and conditions of employment, excluding remuneration, continue throughout periods of parental leave.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Compliance Checks:</b>	HRG regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	Adoption Leave Paternity Leave Paternity Leave and pay (Adoption), Dependant's Leave Shared Parental Leave

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager
V1.3	December 2021	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.4	February 2024	Minor amends - Updates to language re inclusivity	HR Manager
V.2	April 2026	Formal Review – Updated to reflect legislative changes (Employment Rights Act 2025)	Head of HR