homemaker southwest
preventing homelessness, promoting independence

PARENTAL LEAVE POLICY

Introduction

1. The following document sets out our policy on parental leave which allows time off work to look after your child or to make arrangements for their welfare.

Parental Leave should not be confused with Shared Parental Leave which is a new entitlement for eligible parents of children due to be born or adopted on or after 5 April 2015. Homemaker has a separate policy relating to this.

2. You have the right to parental leave if you:

   - Have been employed by Homemaker for 12 months or more
   - Are a parent named on the child's birth certificate or adoption certificate
   - Have legal parental responsibility for a child under 18 years old

3. Parental leave is unpaid.

Parental leave provision

4. You can take a total of up to 18 weeks parental leave for each child born or adopted, up until their 18th birthday.

5. Part time employees are entitled to parental leave on a pro-rata basis eg: an employee who works one day a week is entitled to 13 days parental leave for each child.

6. Parental leave should be taken in blocks of one week, or multiples of a week. If you choose to take your leave in blocks of less than a week, a full week will be deducted from your entitlement (unless your child is disabled in which case leave may be taken in multiples of a day)

7. A maximum of 4 weeks parental leave can be taken each year, per child.

8. Upon returning from parental leave you are entitled to return to your same job on the same terms and conditions.

Notification requirements

9. You must give at least 21 days written notice to your manager of any parental leave that you wish to take, specifying the exact dates.

10. The timing of parental leave is at the discretion of your manager and may be postponed due to requirements of the business. Any such postponement will be explained to you. If you feel your request for leave has been unreasonably refused or postponed you may appeal using the Grievance procedure.

11. If requested you are expected to provide your manager with a copy of your child's birth certificate, adoption papers or confirmation of receipt of disability allowance.

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