

# Parental Leave

(TCE049 FEB18)

# Parental Leave

## Policy and Procedure



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## Policy & Procedure

### 1. Introduction

Parental leave of up to 18 weeks' unpaid leave is available to birth or adoptive parents of a child who is under 18 years of age.

Parental leave should not be confused with *shared parental leave*. Shared parental leave enables mothers to commit to ending their maternity or adoption leave and pay, and to share the untaken balance of leave and pay as shared parental leave and pay with their partners. For further information please refer to our separate policy on Shared Parental Leave.

### 2. Eligibility

#### **How much service must I have to be eligible for parental leave?**

To qualify for parental leave, you must have completed at least one year's continuous service with The Crown Estate.

You will be entitled to take parental leave from the date when the child is born or placed for adoption or when you have completed one year's service, whichever is the later.

#### **Are there any other eligibility requirements?**

You must have or expect to have responsibility for the care of the child and be taking parental leave to spend time with or care for the child.

#### **My partner is employed by The Crown Estate as well, are we both entitled to parental leave?**

Yes, each parent is entitled to parental leave but you may not take it at the same time, except in exceptional circumstances.

### 3. Period of Leave

#### **I meet the eligibility requirements, how much leave am I entitled to?**

You are entitled to take a total of 18 weeks' unpaid parental leave per child to be taken up until the child's 18<sup>th</sup> birthday. This includes any parental leave taken with previous employers.

#### **Can I take this leave in days or must it be taken in blocks of complete weeks?**

Leave must be taken in blocks or multiples of one week (except in relation to a child who is disabled).

### 4. Notification

#### **When do I need to notify you of my intention to take parental leave?**

You must give at least 21 days' notice to your manager, although it would be helpful for business planning purposes if you could provide more notice. Your notification should include the start and end dates of your requested periods of leave.

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### **Are there any restrictions on the amount of parental leave I can take in a year?**

You may request up to four weeks leave per child per year.

### **Can the business postpone parental leave?**

Yes, if your manager considers that it would adversely affect the business. However, this would not apply when the leave is to be taken immediately following the birth or adoption of a child. If your leave is postponed you can agree with your manager a period of leave within 6 months of your original request.

## 5. Contractual rights during and on return from parental leave

### **In general what contractual rights do I maintain during leave?**

During parental leave your pay and most of your contractual benefits will be suspended. For further information please contact your HR Advisor or HR Business Partner.

### **What about annual leave?**

You will continue to accrue annual leave for the entire period of parental leave in accordance with your leave entitlement as set out in your contract of employment.

### **Will I maintain continuous service?**

All periods of time that you take off work as parental leave are subsequently counted as continuous service for the purposes of calculating any service-related statutory rights. Thus once you return to work, your length of service is calculated as if you had never been absent.

### **What about my pension?**

During your period of parental leave when you are not receiving any salary, no pension contributions will be made by The Crown Estate. This service will not be pensionable.

However, if you wish to make up your contributions when you return to work, we recommend that you contact the Pensions Advisor to discuss further.

### **Will I be able to return to the same job?**

You will be entitled to return to the same job provided the leave was for a period of 4 weeks or less and did not follow on from a period of additional adoption, maternity or shared parental leave. If the period of parental leave was longer than 4 weeks or if it followed a period of additional adoption, maternity or shared parental leave you will be entitled to return to the same job or, if that is not reasonably practicable, to another job that is both suitable and appropriate in the circumstances.

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### 6. Procedure

Parents wishing to take leave should apply for parental leave using the Application for Special Leave form available on i-site. You will be asked to provide a copy of a birth certificate or adoption papers.

The request should state the proposed start and end date of the parental leave. When making your first request you should enclose evidence such as:

- a copy of the child's birth certificate
- papers confirming a child's adoption or the date that the adoption will start
- a record of disability living allowance payments

The company reserves the right to contact former employers, or to request a declaration from you, about how much parental leave you have already taken in the given year. Records of leave taken will be made available to any subsequent employer should they request it.

### 7. General

This policy does not form part of your contract of employment and The Crown Estate reserves the right to amend the policy from time to time. In addition, any statutory entitlements and obligations will be governed by the applicable statutory provisions in force from time to time and this policy is intended to serve only as a general guide to such rights and obligations.

### 8. Other related policies

Related policies include:

- Shared Parental Leave and Pay
- Maternity/Adoption Leave
- Paternity Leave
- Flexible Working
- Dependant Leave

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### 9. Document Control


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