



Parental Leave Policy

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Owner:	Walter Kane	Job Title:	Head of Organisational Development
To be issued to:		Board of Management Unite the Union ARK Management All Staff	
Method of Delivery:		Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
January 2020	Walter Kane	V2.0	Cyclical Review

Summary of Changes

Section	Change
Introduction	The content is broadly similar but the wording has been condensed.
Purpose and Scope	New section on the template.
Antenatal / Pre Adoption appointments	Added in a section confirming the time off that can be taken for appointments.
Eligibility	This has been condensed into one section from two separate sections for birth and adoption. Wording has been condensed.
Notice of Adoption	This has been incorporated into the "Paternity Leave" section.
Variation of	This has been incorporated into the "Paternity Leave" section.

Leave	
Evidence	This has been incorporated into the earlier section of Adoption Leave.
Return to Work after Paternity Leave	Moved to later in the policy and condensed as maximum 2 weeks can be taken (see removal of additional paternity leave).
Annual Leave and Pension Contributions	Combined into one section and added to "Terms and Conditions", mirrors the maternity and adoption policies. Wording has been condensed.
Kit Days	Removed as applicable to additional paternity leave.
Additional Paternity Leave / Pay	Removed as replaced by shared parental leave and pay.



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Contents

1.0 ARKs Values	4
2.0 Purpose	4
3.0 Policy Statement	4
4.0 Scope	4
5.0 Legal/Regulatory Framework	5
6.0 Responsibilities	5
6.1 Board of Management	5
6.2 Executive Team	5
6.3 Senior Leadership Team	5
6.4 Managers	5
6.5 All Staff	5
7.0 Parental Leave	6
7.1 Entitlement	6
7.2 Eligibility	6
7.3 Requesting Parental Leave	6
7.4 Postponement	6
7.5 Return to Work	6
7.6 Terms and Conditions	7
8.0 Related Policies & Procedures	7
9.0 Equality Impact Assessment (EIA)	7
10.0 Data Protection Impact Assessment (DPIA)	7
11.0 Stakeholder Consultation	7
12.0 Monitoring and Review	7
12.1 Monitoring	7
12.2 Review	7
Appendix 1	8

1.0 ARKs Values

Our organisational values are the basis for everything that we do, from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

All ARK policies and procedures are underpinned by our values and we will ensure that our employees are treated fairly, consistently and in line with our values.

2.0 Purpose

ARK recognises that parents have a joint responsibility for the care and upbringing of their children and that work and parenthood can create conflicting pressures. Parents need time with their children and time to create a supportive home in which their children can thrive. This policy is aimed at encouraging a culture of flexible working practice to assist staff to balance family and work commitments.

3.0 Policy Statement

This policy informs ARK employees who are parents of their rights and responsibilities in relation to parental leave. Parental leave is expressly for the purpose of allowing parents to spend quality time with their children and assist in balancing this with work commitments, thus improving their participation in the workplace.

4.0 Scope

This policy applies to all ARK employees who have qualifying caring responsibilities for children under the age of 18.

5.0 Legal/Regulatory Framework

The relevant legislation relating to parental leave and pay is:

- Employment Rights Act 1996
- Employment Relations Act 1999
- Employment Act 2002
- Work and Families Act 2006, the Children and Families Act 2014

6.0 Responsibilities

6.1 Board of Management

ARK's Board of Management is responsible for consideration and approval of this policy.

6.2 Executive Team

ARK's Executive Team is responsible for ensuring that this policy is reviewed in accordance with ARK's schedule for review of policies, or sooner if required.

6.3 Senior Leadership Team

ARK's Senior Leadership Team is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.

6.4 Managers

ARK Managers are responsible for the effective implementation of this policy when supporting employees who wish to use parental leave.

6.5 All Staff

ARK employees who having qualifying caring responsibilities for a child under the age of 18, and, who wish to use parental leave are required to familiarise themselves with this policy and supporting procedure to ensure they understand what their entitlement to parental leave is and to ensure they comply with the requirements as laid out within this policy.

7.0 Parental Leave

Parental leave is unpaid time off that can be used to support staff who have caring responsibilities for children under the age of 18.

7.1 Entitlement

Employees can take up to 18 weeks unpaid parental leave for each child until the child's 18th birthday. A maximum of 4 weeks may be taken in any 1 year and these must be taken in blocks of one week. Where the child is disabled parental leave may be taken in individual days.

7.2 Eligibility

You are eligible for parental leave if you meet the following criteria:

- At the time of the leave you have, or expect to have, responsibility for the child;
- You are using the leave to care for a child;
- You have one years continuous service with us at the date you wish your leave to start;
- The child is under the age of 18 during the period of leave;
- You provide the correct notification as set out in this policy and you comply with any request to produce evidence of your entitlement to parental leave.

7.3 Requesting Parental Leave

When requesting parental leave you must give us at least 21 days written notice of the date on which they wish parental leave to start and must specify an end date. The form in appendix 1 must be used to request this.

7.4 Postponement

If the service would be overly disrupted then we may postpone a period of parental leave and work with you to agree a mutually agreeable date within 6 months of the original date requested.

Parental leave that has been requested immediately after childbirth or placement for adoption will not be postponed.

7.5 Return to Work

If you take a period of leave lasting 4 weeks or less you will return to the same job.

Where the leave is in excess of 4 weeks (because it followed on from other statutory leave such as additional maternity or additional adoption leave) you will entitled to return to the same job or, where that is not reasonably practicable, a similar job which is suitable and appropriate for you in the circumstances.

7.6 Terms and Conditions

During parental leave you will not be eligible to receive pay or other benefits however you must comply with all other terms and conditions of employment.

As parental leave is unpaid this may impact on your pension contributions. Please see payroll for further information on this.

8.0 Related Policies & Procedures

HR 12 Parental Leave Procedure.

9.0 Equality Impact Assessment (EIA)

No potential equalities issues have been identified in relation to the development of this policy, and consequently an EIA has not been completed.

10.0 Data Protection Impact Assessment (DPIA)

A DPIA has been completed in relation to the development of this policy, and is attached.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- ARK Board of Management;
- ARK Executive Team
- ARK Senior Leadership Team

12.0 Monitoring and Review

12.1 Monitoring

ARK's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with ARK's policy review framework.

Appendix 1

Application for Parental Leave

Employee Name:

Employee Number:

My first day of parental leave will be: <i>Leave can only be taken in weeks:</i>	
My last day of parental leave will be:	
I confirm I have given 21 days notice to take a period of parental leave	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list all previous periods of parental leave for this child: <i>This includes any periods taken when with another employer</i>	
I confirm that I am the baby's natural or adopted parent or have parental responsibility under the Children Act 1989.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I declare that I will be taking time off work to look after or make arrangements for the good of the child	<input type="checkbox"/> Yes <input type="checkbox"/> No
Line Manager	
I can confirm I have agreed the period of leave requested above	<input type="checkbox"/> Yes <input type="checkbox"/> No
I can confirm I have postponed the period of leave requested above:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If postponed please state the reason:	
The dates of the postponed leave are as follows:	Start Date: End Date:
Employee Signature:	Date:
Line Manager Signature:	Date:

