

Scope

This policy applies to all operational employees of **COMPANY**

Purpose & Aims

The Parental Leave act 1998 (Amended 2006) entitles an employee to unpaid leave in respect of any child up to the age of 12 years old. If the child was adopted between the age of ten and twelve, leave in respect of this child can be taken for up to two years from the date of the adoption order. In the case of a child with a disability, leave may be taken up to 16 years of age. A person acting in loco parentis with respect to an eligible child is also covered under this leave.

Parental Leave is available in respect of each child for up to 26 weeks. Where an employee has more than one child, parental leave is limited to 26 weeks in a 12-month period. This restriction does not apply in the case of twins or triplets.

An employee must have a minimum of one year's continuous service to avail of the full entitlement. You must give a minimum of six weeks' notice in writing of your intention to take parental leave. This notification should be sent to the **RELEVANT PERSON**.

The purpose of this policy is to provide unpaid parental leave to all employees who are natural, adoptive or relevant parents or in a position of loco parentis to take care of their child less than 12 years of age or 16 years of age in the case of a child with a disability

Entitlement for Leave

Any full-time employee who is a natural, adoptive or relevant parent or in a position of loco parentis is entitled to 26 weeks-unpaid leave to enable him/her to take care of their child.

Employees who have less than 1 years' service may be entitled to a pro-rata parental leave entitlement where there is more than 3 months service but less than 1 years, if the child is about to go beyond the specific age limit. The parental leave entitlement is one weeks-unpaid leave for each month of continuous employment.

Pro-rata entitlements apply for employees who work part time.

Protection of Employment Rights

- All employees' rights are protected while on parental leave.
- Though the employee will not be working, public holidays and annual leave will continue to accumulate.
- Force majeure or maternity leave is not considered to be part of parental leave.
- Parental leave is regarded as reckonable service.

Applying for Parental Leave

- Requests for parental leave must be submitted to the **RELEVANT PERSON** 6 weeks prior to the proposed date of commencement.
- A birth certificate for the child must be attached.
- In cases where the leave could have an adverse effect on the business, the company reserves the right to postpone its commencement for up to 6 months

Way Leave Can Be Taken

The leave may be taken as a continuous block of 26 weeks or two separate periods of a minimum of six weeks each.

If the leave is taken in two blocks there must be at least ten weeks between each separate period.

Leave may also be broken up over a period of time following discussion and consent from the RELEVANT PERSON however this is on a case by case basis and will only be applied in consideration of the needs of the business.

An employee is not entitled to any more than 26 weeks per child. Where an employee qualifies for parental leave in respect of more than one child, the employee may not take more than 26 weeks' Parental Leave in any 12 month period unless in the case of twins or triplets.

Abuse of this Policy

Employees found abusing their entitlement to parental leave will immediately have their parental leave entitlement terminated and will be dealt with in accordance with the Company's Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

Related Policies, Procedures & Processes

This policy should also be read in conjunction with:

- Grievance Policy
- Disciplinary Policy