

Paternal Leave Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋੜਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>27 September 2022</i>
Review Year	<i>October 2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes - For Consultation</i>
Equality Impact Assessment	<i>No</i>

INTRODUCTION

This policy is designed to inform all employees for their statutory entitlement to Parental Leave.

SCOPE

This Policy and Procedure applies to all employees but not to workers or self-employed contractors or consultants.

This Policy and Procedure is non-contractual and may be amended or withdrawn at any time at the discretion of WHS, following consultation with the Trades Unions.

BASIC PRINCIPLES

It is WHS's policy to comply with current legislation on Parental Leave.

Parental Leave should not be confused with Shared Parental Leave (which is detailed under a separate WHS policy).

This Policy is for guidance only and does not form part of an employee's contract of employment. WHS may alter the terms of this policy from time to time and details of any alterations or additions will be notified to employees.

In circumstances where there has been a legislative update that is not reflected in this policy, the statutory position will prevail and apply to employees.

RESPONSIBILITIES

General responsibilities are outlined in this section for:

Responsibilities of EMT and / or Board

The Board and Executive Management Team's responsibilities include, but are not to be limited to:

- Reviewing this Policy in line with the policy review dates and ensure that it is reflective of WHS values and practice

Responsibilities of the Line Managers

The line managers' responsibilities may include, but will not be limited to:

- Bringing any breach of this policy to the attention of the Human Resources department and forwarding any queries about this policy to the Human Resources department (as required).

Responsibilities of the Employees

The employees' responsibilities may include, but will not be limited to:

- Bringing any behaviour in breach of this policy to the attention of the line manager or where appropriate to the Human Resources department

POLICY

Policy Summary

Parental Leave is a right to take time off work without pay to look after a child under 18 years of age or make arrangements for the child's welfare. This time is unpaid.

Subject to a qualifying service of one year, an employee is entitled to up to 18 weeks' unpaid Parental Leave per child if they are the birth or adoptive parent of a child who is under 18 years of age.

Parents may take up to four weeks unpaid Parental Leave per year, per child.

This Policy applies to all employees, provided they satisfy the qualifying conditions for Parental Leave and have a contract of employment with Wheatley Homes South Limited (WHS).

Employees who are adopting a child will be entitled to take Parental Leave because they will have parental responsibility when they adopt.

In some cases, legal responsibility for looking after a child will have been given to someone other than a natural or adoptive parent, such as a guardian. If an individual has acquired parental responsibility for the child, they will be entitled to Parental Leave if the qualifying conditions set out in this Policy are met.

Parental Leave

All employees must have a full year's employment to be able to take Parental Leave.

You must be a parent named on the child's birth certificate, named on an adoption certificate, or have legal responsibility for the child.

Either parent has the right to Parental Leave.

The purpose of Parental Leave is to care for a child. This means looking after the welfare of a child and can include making arrangements for the good of a child. Caring for a child does not necessarily mean being with the child 24 hours a day. The leave might be taken simply to enable parents to spend more time with young children for example:

- To spend more time with the child in early years
- To accompany a child during a stay in hospital
- Checking out new schools
- Settling a child into new childcare arrangements
- To enable a family to spend more time together

Leave Entitlement

Parents, adoptive parents, or employees with legal responsibility for a child can take Parental Leave up to the Child's eighteenth birthday.

Each parent can take 18 weeks' Parental Leave for each child. This means both parents. If an employee had twins or adopted more than one child, then they can take up to 18 weeks' leave for each child.

You are only entitled to a maximum of four weeks' parental leave each year in respect to each child. For these purposes, a year is the period of 12 months beginning when the employee first becomes entitled to Parental Leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

You must give WHS 21 days' notice before your leave begins and produce evidence of your entitlement. The types of written evidence WHS may request are:

- Your responsibility or expected responsibility for the child in respect of whom you propose to take Parental Leave
- The child's birth certificate or adoption papers.

If employees fail to provide the relevant documentation requested, WHS may refuse a request to take Parental Leave.

All requests from eligible employees will be considered by WHS.

One week's Parental Leave is equal to the length of time that an employee is normally required to work in a week. This means that a week's leave for an employee who usually works from Monday to Friday is equal to five days, while for an employee who works Mondays and Tuesdays only a week's leave is equal to two days.

Leave must be taken in blocks of one week. However, in the case of a child with a disability (who is entitled to disability living allowance), the leave can be taken as single days or multiples of a day. In this case the leave will be added up to what would be a normal (failing which average) working day.

WHS may postpone a period of Parental Leave where it is considered that business would be unduly disrupted if the employee were to take leave during the period requested. Please note that WHS will not postpone Parental Leave where you have given notice of your intention to take Parental Leave on the birth or adoption of your child. We will also not postpone Parental Leave if the postponement would result in the leave being taken after the child's 18th birthday.

Where WHS have postponed a period of Parental Leave, WHS will allow the employee to take an equivalent period of Parental Leave beginning no later than six months after the commencement of the period originally requested. WHS will consult the employee about the date to which the leave might be postponed. No more than seven days after the employee gave their notice of intention to take the leave, WHS will give notice in writing of the postponement stating the reason for it and specifying the new start and end dates of the Parental Leave that WHS will allow you to take. This notice will be given no more than seven days after the employee's notice was received by WHS.

Requests for Parental leave must be made in writing to your line manager, with a copy to the HR department, and approved by your line manager and Head of Service or Director. A form is available from the HR Department.

Rights During Parental Leave

Parental Leave is unpaid. As mentioned at the beginning of this Policy there is no statutory entitlement to pay.

During the Parental Leave period, employees are bound by their implied obligations to WHS including good faith, loyalty, and fidelity, and bound by their contractual terms including the specific terms relating to notice, disclosure of confidential information, acceptance of gifts and whether they are participating in any other business. The disciplinary and grievance procedures continue to apply, as does any entitlement to compensation for redundancy.

The contract of employment continues to remain in full force during an absence on Parental Leave, unless WHS or the employee terminates it, and employees will receive the benefit of the usual terms and conditions of employment, except those relating to remuneration. This means that an employee continues to benefit from his or her contractual and statutory employment rights during Parental Leave.

A period of absence on Parental Leave does not affect entitlement to paid annual leave under the Working Time Regulations and annual leave entitlement will continue to accrue in the usual way during Parental Leave.

Returning to Work after Parental Leave

An employee's right to return to the same job depends on the length of leave taken (including periods of Parental Leave and other statutory leave).

An employee returning to work after a period of unpaid parental leave of four weeks or less, which was:

- An isolated period of unpaid parental leave; or
- A period of unpaid parental leave that was the last of two or more consecutive periods of statutory leave which did not include (i) a period of unpaid parental leave of more than four weeks or (ii) any period of statutory leave which, when added to any other period of statutory leave (excluding unpaid parental leave) taken in relation to the same child, totaled more than 26 weeks in relation to that child;

has the right to return to the same job which they were employed before the absence.

An employee returning to work after:

- A period of unpaid parental leave of more than four weeks whether or not preceded by another statutory leave; or
- A period of unpaid parental leave of four weeks or less that was the last of two or more consecutive periods of statutory leave which included (i) a period of unpaid parental leave of more than four weeks or (ii) any period of statutory leave which, when added to any other period of statutory leave (excluding unpaid parental leave) taken in relation to the same child, exceeded a total of 26 weeks in relation to that child

has the right to return to the same job in which they were employed unless it is not reasonably practicable for the employer to permit the employee to return to the same job. In these circumstances the employer must permit the employee to return to another job that is both suitable for them and appropriate for them to do in the circumstances and on terms that are not substantially less favourable.

Parental Leave and Redundancy

Employees taking Parental Leave will be treated the same as any other employee when a redundancy situation arises. This includes treatment relating to consultation about the redundancy and consideration for any other suitable job vacancies.

Further sources of Information

Employees are entitled to other related Parental Rights. For more information on Family Friendly rights see the WHS Family Friendly policies or contact the HR Department.

Alternatively, you may find further information from the following websites:
Directgov – A public service information website – www.direct.gov.uk
Acas – Independent advice for employees and employers – www.acas.org.uk

GOVERNANCE AND REGULATION

This policy is the responsibility of the Human Resources Department.

The policy is due for formal review every three years.

SANCTIONS

Any breaches of this policy may be subject to disciplinary action under WHS's Disciplinary Policy.

RELATED / REFERENCED POLICIES

Family Friendly Policies