



PARENTAL LEAVE SCHEME

Introduction

1. The aim of this policy is to inform employees of their right to unpaid parental leave and to ensure that they do not suffer any detriment as a result of requesting or taking such leave.
2. This policy is applicable to employees with 1 year's continuous service, or more, who have responsibility for a child / children (including adopted children) under 5 (or 18 in the case of a disabled child) years old.

General Principles

3. Parental leave entitlements are applicable to each child and entitlements are transferable between employers.
4. Employees have the right to take 13 weeks' unpaid leave for the purposes of looking after each child (or 18 weeks if the child is entitled to Disability Allowance).
5. Leave must be taken before the child's 5th birthday, or 18th birthday if the child is entitled to Disability Allowance, or before the 5th anniversary of placement / 18th birthday (whichever is earlier) if the child is adopted.
6. All requests for parental leave must be made in writing to the line manager giving sufficient notice. The minimum notice requirements are set out below:

Length of Leave	Minimum notice
1 – 4 days	7 calendar days
1 week	14 calendar days
2 weeks or more	21 calendar days

7. When applying for the first period of leave for each child (using the Application for Parental Leave form in [Appendix 1](#)) a copy of the child's birth certificate and/or proof of parental responsibility must be provided.
8. Leave must be taken in blocks of 1 week, unless the child is disabled when individual days can be taken.
9. Ordinarily, only 4 weeks can be taken in any rolling 12 month period.
10. Parental leave is granted at the discretion of the City of London Corporation and is dependent upon organisation and operational requirements. The granting of leave remains unconfirmed until a written response is received from the individual's line manager.



11. Parental leave may subsequently be postponed where unforeseen operational or organisational requirements dictate. This will be confirmed in writing by the individual's line manager at least 7 calendar days before the leave is due to commence and alternative dates will be mutually agreed.
12. Parental leave will not be postponed if it follows immediately on from any period of maternity, adoption or maternity/adoption support leave which is taken immediately after the birth of a child.
13. When combining parental leave with any other leave (excluding those types mentioned in paragraph 12), a maximum of 6 weeks combined leave can be taken at any one time where operationally viable (subject to paragraph 9). In these circumstances contact should be made with the Pension Office to discuss the implications of this leave on pension contributions / entitlements.
14. If combining parental leave with maternity/adoption support leave, notice must be given in line with that policy (see B4 c of Employee Handbook - [Maternity / Adoption Support Leave Policy](#)).
15. Subsequent leave should be requested using the form in [Appendix 2](#).

Responsibilities

16. Line managers are responsible for authorising and monitoring parental leave.
17. Any variations to this policy must be agreed by Chief Officers (or a nominated deputy manager at or above grade I / Chief Superintendent (in the City of London Police / deputy Head in schools) in consultation with departmental HR.
18. Departmental HR teams are responsible for providing further advice on this policy.

Monitoring

19. This application of this policy will be monitored in line with the City of London's commitment to equal opportunities.