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1. Introduction

Parental Leave is the right to take unpaid time off work in order to look after a child (including adoptive parents) to take unpaid time off work in order to look after a child for, the welfare of their children.

This 'ordinary' parental leave enables mothers to commit to their children and to share the untaken leave with their partner. Ordinary parental leave provisions apply to all employees and SPL is not addressed in this policy. [Please see the separate Parental Leave Policy.]

Parental Leave (SPL). SPL enables mothers to commit to their children and to share the untaken leave with their partner. Ordinary parental leave provisions apply to all employees and SPL is not addressed in this policy. [Please see the separate Parental Leave Policy.]

2. Aims of the Policy

- 2.1 To provide employees with the time and support that they need to care for their children.
- 2.2 To ensure that the Company [and exceeds] its legal obligations to employees in respect of parental leave.

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3. Provision

- 3.1 Employees will be eligible for parental leave where they meet the following criteria:
 - 3.1.1 The employee must have been continuously employed by the Company for at least 12 months.
 - 3.1.2 Be the mother of a child under the age of 18, or have adopted a child under the age of 18.
- 3.2 Eligible full time employees are entitled to 8 weeks' parental leave for each child under the age of 18.
- 3.3 Parental leave must be taken in blocks (other than in the case of disabled children with long term absences). [In the absence of special circumstances,] The Company will not allow employees to take more than 8 weeks' parental leave for each child under the age of 18.
- 3.4 A year is defined as a period of 12 months beginning when the employee first becomes entitled to parental leave.
- 3.5 The Company reserves the right to refuse an employee's parental leave if it is taken immediately after the birth or adoption of child, or if it would prove unduly disruptive to the Company's business.
- 3.6 All of the rights granted to employees under their employment contracts will continue to apply during parental leave [with the exception of the right to remuneration].
- 3.7 [Parental Leave is unpaid] OR [Employees who take parental leave will be paid on the following terms: <<insert terms>>.]

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3.8 Parental Leave applies to an employee's job. For example, if an employee has taken parental leave with a previous employer, the employee is not entitled to take further parental leave with the new employer if he or she has already taken 4 weeks' parental leave with the new employer.

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4. Procedure

4.1 Employees wishing to take Parental Leave must provide at least 21 days' notice by writing to the Employer, including the following information:

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4.1.1 Their child's name and date of birth;

or

4.1.2 Evidence of the child's disability;

4.1.3 Evidence of the child's illness (in the case of a disabled child); or

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4.1.4 Notice of the date on which the Parental Leave is to start;

and

4.1.5 The date on which the Parental Leave is to end;

the date on which the Parental Leave is to start; and

4.1.6 How much Parental Leave the employee wishes to take.

the date on which the Parental Leave is to end; and how much Parental Leave the employee wishes to take.

4.2 When the Parental Leave is taken for an adopted child and the employee wishes the Parental Leave to start on a date other than the beginning of the week in which the child is to be placed, the employee must give notice as soon as is reasonably practicable thereafter.

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4.3 <<Individual/Title>> must provide written confirmation of the employee's intention to take Parental Leave within 7 days of receiving the Employer's written confirmation of the Employer's agreement to the Parental Leave.

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4.4 In the event that Parental Leave is taken for more than 4 weeks, the Employer must provide written confirmation of the reasons for doing so and the date on which the Parental Leave will end, within 6 months and of the start of the Parental Leave.

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4.5 In the event that an employee wishes to return to work after Parental Leave, the employee must provide written confirmation of their intention to return to work as early as possible.

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5. Return from Parental Leave

5.1 Employees who take Parental Leave in any given year will be entitled to return to the same job they were employed on before their absence on the same terms and conditions.

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5.2 In the event that an employee takes more than 4 weeks' Parental Leave in any given year the employee will be entitled to return to the same job they were employed on before their absence, and where this is not reasonably practicable, to a similar job on the same or more favourable terms and conditions.

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6. Data Protection

While managing an employee's Personal Information, the Company will process personal data in accordance with its Data Protection Policy. Data collected from the time at which an employee informs the Company that he or she plans to take Parental Leave is held securely and is only accessible to individuals only for the purposes of managing his or her employment.

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