

Parental Leave Policy

PURPOSE

To set out the parental leave entitlements available to eligible parents for the purposes of caring for their child or children.

GENERAL

Taking parental leave will not break continuity of employment. Staff have a right to return to the same job and, where this is not possible, to a job which has at least as beneficial terms and conditions of employment. In the event of redundancy, staff will be treated as if they are at work.

POLICY

The right to take parental leave applies to all staff who have been employed by Home Healthcare for one full year.

The right to leave applies each child born on or after 15 December 1999, or for each parent who acquired responsibility for the child after that date.

Where both parents are employed by Home Healthcare, the leave may be taken by both of them.

The leave will be unpaid.

The right to time off is only available until the child's 5th birthday, unless the child is disabled or adopted.

Eligible staff are entitled to take a maximum of 13 weeks paternal leave in total, and not more than 4 weeks in any year. A parental leave year commences on the date the member of staff is first entitled to leave in respect of each child.

Part of a week taken as time off counts as a full week, except where the child is disabled.

Home Healthcare may postpone the leave for up to 6 months for justified business reasons.

Home Healthcare will request reasonable evidence regarding the member of staff's responsibility and the child's age.

Any request for parental leave knowingly made on false information will result in a disciplinary investigation, which could lead to a formal hearing and, ultimately, dismissal.

As paternal leave is granted for the purpose of caring for a child, the member of staff must not undertake any other work during this time. Failure to observe this requirement could lead to disciplinary action as outlined above.

SPECIAL PROVISION FOR ADOPTED CHILDREN

The right to leave applies to parents who have adopted a child for five years after the child is first placed with the family, or until the child's 18th birthday if that is sooner.

SPECIAL PROVISION FOR DISABLED CHILDREN

Parents of disabled children may use the 18-week entitlement to parental leave up until the child's 18th birthday; it is not limited to 5 years.

Leave may be taken in single days at a time, not in weeks.

A child is regarded as disabled where Disability Living Allowance (DLA) is awarded to the member of staff in respect of that child.