



PARENTAL LEAVE POLICY

APPROVED BY HHP BOARD:

EFFECTIVE DATE:



hebridean housing
partnership

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INTRODUCTION

- 1.1 Parental Leave gives parents or adoptive parents of children under the age of 18 years the right to take one or more period of unpaid leave to look after a child or make arrangements for a child's welfare.
- 1.2 Parental Leave is intended to support parents in spending more time with their children and help them to strike a work-life balance that works for them. It is not intended, for example, to allow you time off to pursue a hobby.
- 1.3 Both parents may take Parental Leave.

ELIGIBILITY

- 2.1 To be entitled to take unpaid Parental Leave you must be named on the child's birth certificate or adoption certificate or have (or expect to have) parental responsibility as defined by law, for the child.
- 2.2 You must also have completed one year's qualifying service with us at the time you want to take the Parental Leave.

PAY AND BENEFITS DURING PARENTAL LEAVE

- 3.1 You are not entitled to receive remuneration during Parental Leave. A period of Parental Leave does not affect your entitlement to paid annual leave. However, any additional contractual holiday entitlement will not accrue during that period.

HOW MUCH LEAVE MAY BE TAKEN

- 4.1 You are entitled to take unpaid Parental Leave for up to 18 weeks for each child under the age of 18. You can take leave in blocks of one week or more, up to a maximum of four weeks in a year for each eligible child.
- 4.2 You must take Parental Leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days. A 'week' equals the length of time you normally work over 7 days. The exception to this is if your child is disabled. Parents of disabled children may take the leave in odd days rather than weeks.
- 4.3 You don't have to take all the leave at once.

WHEN MUST THE LEAVE BE TAKEN

- 5.1 You must use Parental Leave before the child's eighteenth birthday.

CARRYING LEAVE OVER FROM A PREVIOUS JOB

- 6.1 Parental Leave applies to each child not to an individual's job, for example, an Employee is entitled to 18 weeks. If they've used 10 with a previous Employer they can use up to 8 weeks with us if they're eligible.

GIVING NOTICE

- 7.1 You must submit a request in writing using the appropriate form to the Personnel Section, giving at least 21 days' notice of your intention to take Parental Leave and stating when the leave will start and end.
- 7.2 Leave may be postponed if we consider that our business would be unduly disrupted if you were absent during the period requested. Any notice of postponement will be in writing and state the reasons for it. Notice will be given no more than seven days after your notice was given to us.

RETURN FROM PARENTAL LEAVE

- 8.1 At the end of Parental Leave, you are entitled to return to the same job as you occupied before the start of the period of Parental Leave, on the same terms and conditions of employment, provided that the leave taken was a period of four weeks or less (and did not follow on immediately from a period of additional maternity leave or additional adoption leave).
- 8.2 If the period of parental leave taken was longer than four weeks (or followed on immediately from a period of additional maternity leave or additional adoption leave), then you will be entitled to return either to the same job as before or, if it is not reasonably practicable for us to allow you to return to the same job, to a suitable alternative job which is on terms and conditions that are no less favourable than those that would have applied if you had not been absent on Parental Leave.

MONITORING AND REVIEW OF POLICY

- 9.1 The Policy will be reviewed every three years in line with the policy review schedule.

INTERPRETATIONS & ABBREVIATIONS

The following interpretation and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>Board</i>	Means the Board of the Hebridean Housing Partnership
<i>Board Members</i>	All Members of the Board including co-opted Members
<i>Leave</i>	Leave is taken to mean both annual and public holiday entitlement subject to the statutory minimum
<i>Personnel Section</i>	Chief Executive's Personal Assistant and Executive Office
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	



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