



POLICY

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BITC Parental Leave Policy

Introduction

This document gives guidance on entitlements and procedures to be followed by employees wishing to take parental leave.

You are required to complete a parental leave application form (Appendix 1) to ensure you receive your entitlements.

If anything is not clear, or you would like assistance completing the form, the HR Department at Shepherdess Walk will be pleased to help with any queries you may have.

Am I eligible?

To be entitled to parental leave you must satisfy the following criteria:

- You must have been employed continuously by Business in the Community for 1 year
- You must have parental responsibility for a child under 5 years old or a disabled child under 18 years old, or a child who has been adopted in the last 5 years or who is under 18 years old, whichever comes sooner.

Parental leave applications are open to all eligible employees regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity or gender expression, sexual orientation, marriage or civil partnership, pregnancy or maternity or any other equality characteristic.

What am I entitled to?

All employees who meet the above criteria are entitled to **13 weeks in total unpaid parental leave in respect of each child.**





Leave must be taken in blocks or multiples of a week.

No more than 4 weeks parental leave can be taken in any one calendar year in respect of any individual child.

Leave can be postponed for up to 6 months by BITC if operational requirements would be particularly disrupted, except where leave is requested for immediately after a child is born or placed for adoption.

What do I need to do?

Notification procedure for parental leave

If you intend to take parental leave you should notify your manager in writing giving as least 21 days' notice, but as much notice as possible, that you intend to take parental leave, and when you intend to start your leave.

You should also complete a parental leave application form (attached Appendix 1) which declares that you meet the requirements for parental leave, and which you should return to the HR Department.

You may be asked to provide proof of your entitlement which may take the form of a birth or adoption certificate or similar.

Changing your working arrangements when you return

If you wish to return to work on different hours or change your working arrangements, you should discuss your request as soon as possible with your line manager, and complete a flexible working form, attached at

Not returning to work

If at any time during your parental leave you decide not to return to work, you must give notice to terminate your employment in the normal way, giving the notice required in your contract of employment.

What does my manager need to do?

Managers should ensure they discuss fully with employees their parental leave arrangements including how their role will be covered during their absence.

If leave needs to be postponed due to operational requirements managers should discuss this fully with the employee.

What can I expect from the HR team?

The HR Department will write to you acknowledging receipt of your parental leave application form confirming your arrangements.

If your leave has been postponed by your manager, the HR team will write within seven days confirming this decision and confirming the new dates for leave.

The HR team is there to help with any queries you may have before, during or after your parental leave.





The Prince's
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Appendix 1 – Parental leave application form

Please read Business in the Community's Parental Leave Policy before completing the following:

NAME:

Home address:

Job Title

Dept/Region:

Line manager:

I would like to take parental leave on these dates	
Name and date of birth of child	
I confirm my child is in receipt of disability living allowance if I am taking parental leave for a disabled child under 18 years old.	
I confirm I have read and understood my entitlement and understand that by signing this form I am declaring that I meet the criteria for parental leave.	
Signed:	Date:

Please return this completed form to the HR Department who will be pleased to assist if you have any queries in providing the information requested or if you would like further information on your entitlement or the parental leave policy.

