



PRIFYSGOL
BANGOR
UNIVERSITY

PARENTAL LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change
1	2015	Update for clarity
2	2016	Cosmetic changes
3	2018	Changes to legislation
4	2021	Review – changes to wording that do not affect content
5	2023	Cosmetic changes and clarity to wording that does not affect content
Policy Officer	Senior Responsible Officer	Approved By and Date
Catherine Jones	Steffan Griffith	Compliance Committee 10/02/2003

CONTENTS

1. PARENTAL LEAVE RIGHTS
2. ELIGIBILITY
3. DURATION OF LEAVE
4. TERMS AND CONDITIONS WHILST ON LEAVE
5. RETURNING TO WORK
6. APPLICATION
7. POLICY REVIEW

1 PARENTAL LEAVE RIGHTS

Here at Bangor University, we want to support our colleagues in balancing their work and family lives. Should colleagues need to take time off work because of their responsibilities as a parent, please speak to a Line Manager to see what can be arranged.

Parental leave is a period of unpaid, planned time off work to care for your child. Should colleagues need to take short periods of leave without notice to look after their child in an emergency, this is covered by the Emergency Time Off policy.

2 ELIGIBILITY

If colleagues have parental responsibility for a child under 18, they can take up to 18 weeks' unpaid parental leave to care for their child. The parents of a child do not have to be living with the child in order to qualify for parental leave.

Those adopting a child will be entitled to take parental leave because they will have parental responsibility when they adopt.

The University reserves the right to require evidence that colleagues are the parent of a child or have parental responsibility for the child. Evidence might take the form of information contained in the child's birth certificate, papers containing a child's adoption or the date of placement, or in the case of a disabled child, the award of a disability living allowance for the child.

The purpose of parental leave is for colleagues to care for their child. This means looking after the welfare of their child and can include making arrangements for the good of their child. Examples of the ways the leave might be used are:

- To spend more time with their child
- To accompany their child during a stay in hospital
- Checking out new schools
- Settling their child into new childcare arrangements
- To enable the family to spend more time together, for example, taking their child to stay with grandparents.

3 DURATION OF LEAVE

Each parent can take 18 weeks' parental leave in total for each child. In the case of multiple births each child qualifies and therefore a parent of twins could take up to 36 weeks leave in total.

One week's parental leave is equal to the length of time the colleague would normally be required to work in a week. This means that if they usually work from Monday to Friday, a week's leave is equal to 5 days, but if they work Monday and Tuesday only, a week's leave is equal to 2 days.

Parental Leave is taken in blocks or multiples of one week (with the exception that parents of disabled children can take leave in multiples of one day). Normally, up to a maximum of 4 weeks' Parental Leave per qualifying child can be taken in a year, by agreement with their Line Manager, totaling 18 weeks (in total per child, not per year). If your child receives Disability Independence Payments, we will always agree to requests for single days of Parental Leave, if this is really needed

Colleagues must use parental leave before the child's eighteenth birthday, and this is an individual right and cannot be transferred between parents.

Parents can take parental leave immediately after a period of maternity or adoption leave, if the notice requirements are met and if other conditions such as the qualifying periods are met.

4 TERMS & CONDITIONS WHILST ON LEAVE

The employment contract and terms and conditions of employment continue during a period of parental leave, unless the colleague or the University terminate it. This means that they continue to benefit from their statutory employment rights during parental leave.

Colleagues will continue to accrue annual leave during any period of parental leave. This includes any Public holidays or University days that may fall within this period.

If a colleague does not wish to return to work after parental they must adhere to the resignation notice period in their contract of employment

A period of parental leave counts toward a period of continuous employment for the purposes of statutory employment protection rights, including calculating a redundancy payment.

Colleagues will be treated the same as any other employee when a redundancy situation arises. This includes treatment relating to consultation about redundancies and consideration for any other job vacancies.

5 RETURNING TO WORK

At the end of the parental leave, colleagues are guaranteed the right to return to the same job as before if the leave was for a period of 4 weeks or less; if it was for a longer period, they are entitled to return to the same job, or, if that is not reasonably

practicable, a similar job which has the same or better status, and terms and conditions as the previous job.

Remember we have an Employee Assistance Programme (EAP) who can provide colleagues with support.

6 APPLICATION

To ask for Parental leave, colleagues will need to give at least 21 days' notice to your Line Manager by completing the relevant form on iTrent.

If it is considered that an absence would unduly disrupt the University's business, then the leave can be postponed for no longer, than 6 months after the beginning of the period that was originally requested. This will be discussed with the colleague and their Line Manager will give notice of the postponement in writing no later than 7 days their application was made. This notice will state the reason for the postponement and set out the new dates of parental leave. The length of the leave will be equivalent to that in the original request.

If colleagues apply to take parental leave immediately after the birth or adoption of a child, their leave will not be postponed. They must give 21 days' notice before the beginning of the expected week of childbirth (expectant mothers will be able to provide this information to their partners). In the case of adoption, 21 days' notice is required of the expected week of placement. In rare cases where this is not possible, an adoptive parent should give the notice as soon as is reasonably practicable.

Parental leave cannot be postponed so that the leave ends after the child's 18th birthday.

7 POLICY REVIEW

This Policy and Procedure will be reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any changes agreed with them, prior to approval from the University Council. This policy has been equality impact assessed prior to its implementation.