



PRIFYSGOL
BANGOR
 UNIVERSITY

PARENTAL LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date	
1.	2006		2007	
2.	2007		2008	
3.	2011	Changes to legislation	2013	
4.	2014	Cosmetic changes	2015	
5.	2015	Update for clarity	2016	
6.	2016	Cosmetic changes	2017	
7.	2018	Changes to legislation	2020	
8.	2021	Review – changes to wording that do not affect content	2023	
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke		Steffan Griffiths	HRTG 10/02/2003	

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1 PARENTAL LEAVE RIGHTS

Parental leave is a legal right to take time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with their children and strike a better balance between work and family commitments. Parents may take parental leave, including those in same-sex relationships.

2 ELIGIBILITY

Parents can qualify for parental leave. They must either be named on the child's birth certificate, or they must have parental responsibility under the law for the 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 you 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 to care for your child. This means looking after the welfare of your child and can include making arrangements for the good of your child. Examples of the ways the leave might be used are:

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

If you use the leave for some other purpose, then parents would be acting dishonestly and will be dealt with under the University's disciplinary procedures.

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 you would normally be required to work in a week. This means that if you usually work from Monday to Friday, a week's leave is equal to 5 days, but if you 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 the Head of Department, totaling 18 weeks (in total per child, not per year).

Employees must use parental leave before the child's eighteenth birthday.

Parental leave 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 you or the University terminate it. This means that you continue to benefit from your statutory employment rights during parental leave.

The right does not include pay.

You 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 you do not want to return to work after parental leave you must terminate your employment contract in accordance with your contractual notice obligations.

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.

When you are on a period of unpaid parental leave, occupational pension rights that have accrued prior to the commencement of parental leave are frozen until you return to work.

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

5 RETURNING TO WORK

At the end of your parental leave, you 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, you 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.

You are also entitled to benefit from any general improvements to the rate of pay (or other terms and conditions), which may have been introduced for your grade while you have been away.

6 NOTICE / POSTPONEMENT PROVISION

You must give at least 21 days' notice to the University (this will be through your Line Manager/ Head of School or Department), by completing the relevant form.

If it is considered that your absence would unduly disrupt the University's business, then your leave can be postponed for no longer, than 6 months after the beginning of the period that you originally wanted to start your parental leave. This will be discussed with you and the University will give notice of the postponement in writing no later than 7 days after your application to take leave was given to the University. 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 your original request.

If you apply to take parental leave immediately after the birth or adoption of a child, your leave will not be postponed. You 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, you need to give 21 days' notice 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. Should you feel that the postponement of your parental leave has been unreasonable, you should, in the first instance raise the matter with your line manager / Head of Department / School / College.

Any complaints will be monitored, with the aim of bringing about consistency between Departments, Schools and Colleges in the way that policies related to work-life balance are implemented throughout the University.

7 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.