



Trafford Alternative Education Provision

Parental Leave Policy

[2023]

Policy Name:	Parental Leave Policy
Policy Number:	
Date of Approval:	September 2023
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Person Responsible:	Linda Thompson Executive Headteacher
Approved By:	Linda Thompson Executive Headteacher
For Action By	Senior Leadership Team
For Information to:	All Staff/ Parent/Carer(s) and Students



Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

PARENTAL LEAVE POLICY

FOR ALL SCHOOL BASED STAFF

Document Control	
Title	Parental Leave Policy
Date	January 2022
Supersedes	Parental Leave Policy 2017 Parental Leave Policy March 2013 Parental Leave Guidance September 2002
Author	Human Resources Business Partners
Owner	Human Resources, Trafford Council
Related Documents	N/A
Circulation	School Trade Union representatives Consulted with recognised trade union representatives between 15 th November 2021 and 29 th November 2021. This Policy was adopted with the School following consultation process on XXXXX Headteachers/Business Managers
Status	Circulated as a recommended policy for adoption by Trafford Schools
Review	3 years
Distribution	Schools Toolkit, electronic version issued to all schools

The School is committed to promoting flexible working in the context of our need to provide high quality services to pupils, to retain a skilled workforce and to reduce absence levels. We also recognise the importance of a healthy workforce and of the benefits that work-life balance brings.

Legislation enables parents and those with parental responsibility to take time off to look after a child's welfare. This policy sets out what parental leave is and who is eligible to take it and it outlines the steps an employee needs to take to request parental leave. It also outlines the process the School will follow in dealing with your request. If you need further advice or information you should contact your line manager in the first instance.

1. What is parental leave?

Parental Leave is planned, unpaid time off to look after, or make arrangements for, a child's welfare. It can be used to spend more time with children and to balance work and family commitments. There are separate provisions for taking time off for family emergencies.

Parental leave is in addition to Annual Leave, Adoption Leave, Maternity Leave and Maternity and Adoption Support Schemes, which are detailed in the relevant policies and are available upon request from the School.

You cannot work for another employer during a period of parental leave.

2. Eligibility

To be eligible to take parental leave the following must apply to you:

- You have been a School employee for one year or more without a break by the time you want to take the leave (the right does not apply to workers, agency workers or contractors),
- You're named on the child's birth or adoption certificate or you have or expect to have parental responsibility.
- You're not a foster parent (unless you've secured parental responsibility through the courts).
- Your child is under 18.

Leave is available for all parents and those with parental responsibility for a child, but your right to leave cannot be transferred to anyone else.

You do not have to be living in the same household as the child to claim parental leave, but it must be taken to care for the child.

To understand more about Parental Responsibility visit the 'Gov.uk' website and search under this term.

3. Equality, diversity and inclusion considerations

Managers are responsible for ensuring that they operate the policy in line with the School's Equality and Diversity and Inclusion principles and the Equality Act 2010. The Council is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, however with particular regard given to the protected characteristics of: age; disability; gender reassignment; race; religion or belief; sex; sexual orientation; marriage and civil partnership, and; pregnancy and maternity. This procedure will be applied fairly to all employees irrespective of their background or membership of a particular group. Where an employee has a disability, reasonable adjustments should be considered as appropriate.

4. Entitlement

You can take:

- Up to 18 weeks' unpaid leave for each child, with a maximum of four weeks' leave per year (up to the total of 18 weeks), up to the child's 18th birthday.
- The unpaid leave must be taken as whole weeks (e.g. 1, 2, 3 or 4 weeks) rather than individual days. Even if you take less than one week's leave, a full week will be deducted from your entitlement. For part-time staff, a week is a normal working week, so for example, if you normally work 3 days per week and take those 3 days off as parental leave, you will have one week deducted from your entitlement. The only exception to this is where your child is disabled and you can take individual days off.

5. Applying for parental leave

Before applying you should register your entitlement to parental leave by completing the registration form in Appendix 1 and giving it to your manager.

A flexible approach should be adopted by both managers and employees to agree suitable parental leave dates.

Once you have registered you should submit your request in writing to your line manager at least 21 days before the day you wish to start your leave and, provided

that they can agree the dates, they should notify HR of the dates that you are taking parental leave.

If you or your partner are having a baby or adopting, it is 21 days before the week the baby or child is expected.

6. Can my leave be postponed?

Your line manager may postpone your parental leave, for up to 6 months from the date the original leave was due to begin, in certain circumstances; examples of these include:

- Where the leave would cause significant disruption to service delivery.
- Where there are seasonal peaks in the workload.
- Where multiple requests for leave are made by multiple people for time off at the same time.

However, parental leave taken by the father or partner immediately after the birth or adoption of a child cannot be postponed. It also cannot be postponed where it means that an employee would no longer qualify for parental leave e.g. postponing it until after the child's 18th birthday.

If your leave is postponed, your line manager will write to you within 7 days of your original request explaining the reason why and suggesting a new start date within 6 months of the requested start date. The amount of leave requested cannot be changed.

7. Is the leave paid?

Parental leave is unpaid. In addition, the School provides 5 days' paid Maternity and Adoption Support Leave if you are providing support to your partner during and around the time the baby is born, or a child is adopted. If the eligibility criteria is met, the partner may also be able to take 2 weeks of Paternity Leave paid at the Statutory Paternity Pay (SPP) rate.

8. If I change my employer, does the scheme still apply?

All organisations, whether public, voluntary or private sector, must give parental leave but detailed provisions may vary. You will need to re-qualify for leave when you join a new employer.

Only the balance of your leave entitlement can be transferred when you move between employers. If you change your job, your new employer may ask us for information about any parental leave you have taken. In signing your registration form, you will give your agreement that the School can supply these details on request.

9. How does parental leave affect my continuing employment and employment benefits?

You are entitled to return to your own job after a period of parental leave.

Annual Leave

Your holiday entitlement will accrue as normal during parental leave.

Bank Holidays

If you take parental leave over a public holiday and you work full time (5 days per week) you will be entitled to the paid bank holiday. If you work part time, your bank holiday entitlement is proportional. You should speak to your manager to ensure that an adjustment is made.

Car loan/lease

Payments are still due on your car loan/lease during parental leave. If your monthly salary will not cover the lease payment, you will need to make separate arrangements to pay this.

Essential car user allowance

You will receive your essential user car allowance in full, as normal (where applicable).

Pension

You will still continue to pay pension contributions. If your monthly salary will not cover your pension contribution, this can be paid from the following month's salary.

Sickness Absence

You must provide a doctor's certificate immediately if you claim sickness absence during or following a period of parental leave. You must also have complied with the School's absence reporting procedures.

10. What if I have more than one job with the School?

If you have two or more posts with the School, you will need to obtain the approval of each of your line managers to take parental leave. This means that you should submit the registration form to both managers and then also request the dates that you would like to take off. If one of your managers cannot agree the dates requested, then you will have to agree a later date with both managers.

11. Can I work elsewhere during leave?

You cannot work for another employer during a period of parental leave.

12. Review

This policy will be periodically reviewed in order that that it remains appropriate to the School's operation, is best practice and meets legal requirements.

For further information please contact your line manager or HR.