

Parental Leave

1. The Purpose

This policy sets out the rights and responsibilities of employees who wish to take parental leave.

2. The Principles

The principles of the policy are to:

- support a healthy work/life balance culture in the FC, where employees can take time off for caring responsibilities;
- support the FC's equality and diversity agenda;
- comply with the statutory provisions regarding parental leave; and
- continue your contract of employment and your contractual benefits, with the exception of pay and pensionable service, if you take a period of parental leave.

3. The Policy

If you have at least one year's continuous service, you are entitled to up to 18 weeks' unpaid parental leave per child, if you:

- are the parent of, or have acquired formal parental responsibility for a child who is under the age of 18;
- have adopted a child under the age of 18 (the right to parental leave lasts until the child's 18th birthday);

The purpose of parental leave is to take time off work to look after your child (or a child you have formal parental responsibility for), make arrangements for their welfare or simply to spend more time with them.

Parental leave must be taken in weekly blocks (parents of disabled children can take shorter periods) and will usually be up to a maximum of four weeks per eligible child each year. A year is the period of 12 months beginning when you first become entitled to parental leave for each child. In exceptional circumstances, managers will consider requests for a period of leave which is longer than your yearly entitlement. All parental leave granted will count towards the overall 18 week entitlement.

For information on applying for parental leave please refer to the [HR Procedure – Parental Leave](#).

Parental leave is different from paternity leave, which provides paid leave for an eligible employee who becomes a biological father or whose wife/civil partner/cohabiting partner gives birth/becomes a primary adopter. For more information, please refer to [HR Policy – Paternity Leave](#).

3.1 Your responsibilities as an employee

You are expected to:

- understand the eligibility requirements for parental leave;
- discuss your parental leave plans with your manager, providing the minimum notice requirements as detailed in the procedure;
- provide accurate information to your manager by completing the [Parental Leave Form](#) and supplying any documentary evidence which may be required;
- manage and take responsibility for the handover of your current work, if necessary; and
- advise your manager as soon as possible if your circumstances change and you no longer meet the eligibility criteria for parental leave.

3.2 Your responsibilities as a manager

You are expected to:

- consider requests for parental leave with regard to business requirements;
- write to the individual within 7 days of receiving their application if their proposed parental leave is being postponed;
- Send approved [Parental Leave Form](#) to your dedicated HR Team for action; and
- make sure there is a handover of current work, if necessary.

3.3 Human Resources responsibilities

Human Resources have responsibility for:

- giving advice and guidance on this policy and procedure and the statutory right to unpaid parental leave;
- maintaining records of parental leave taken; and
- taking pay and pension action on receipt of an approved [Parental Leave Form](#).