

Parental Leave

1. Who does this policy apply to?

1.1 All employees of Lancaster City Council.

2. What is the purpose of this policy?

2.1 This policy summarises the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each of their children.

3. What roles do the employee, line managers, the Council and HR play in this policy?

3.1 Employee Responsibilities

- To give your line manager as much notice as possible when you intend to take parental leave.
- To inform LCC about any other parental leave you may have already taken while working for another employer as this counts towards your 18-week entitlement.

3.2 Line Manager Responsibilities

- To give due consideration to the needs of parents to take time to spend with their children and to deal with emergencies involving their dependents and to allow parental leave when requested where it would not cause undue disruption.
- To inform HR of the parental leave to ensure that MyView accurately reflects the leave type.

3.3 Council responsibilities

- To ensure this policy is updated in line with any changes in legislation.

4. Entitlement

4.1 To be eligible for parental leave, you must:

- Have at least 1 years' continuous employment with us;
- Have or expect to have responsibility for a child (which means you are their biological or adoptive parent or have legal parental responsibility); and
- Be taking the leave to spend time with or otherwise care for the child.

4.2 Eligible employees are entitled to take up to 18 weeks' unpaid parental leave in relation to each child and we may (sensitively) ask for supporting evidence of responsibility or expected responsibility for the child.

5. Taking parental leave

- 5.1 In most cases, parental leave can only be taken in blocks of a week or a whole number of weeks, and you may not take more than 4 weeks' parental leave a year in relation to each child. Parental leave can be taken up to the child's 18th birthday.
- 5.2 Special rules apply where your child has a disability, which for these purposes means eligibility for a disability living allowance, armed forces independence allowance or personal independence payment. You can take parental leave in respect of that child in blocks of less than one week, However, there is still a limit of four weeks a year for each child and 18 weeks in total for each child.
- 5.3 You must notify your line manager of your intention to take parental leave at least 21 days in advance. Your notification should include the start and end dates of the requested period of leave. For any requests of three weeks or more, the relevant Chief Officer will need to be consulted by the line manager for approval.
- 5.4 If you intend to start parental leave immediately on the birth of a child, you must give at least 21 days notice before the expected week of childbirth (which is the week, starting on Sunday before the due date).
- 5.5 If you wish to start parental leave immediately on having a child placed with you for adoption, you should give notice at least 21 days before the expected week of placement or, if this is not possible, give as much notice as you can.

6. Our right to postpone parental leave

- 6.1 We will always try to accommodate your request for parental leave, but we may postpone your requested leave where it would unduly disrupt service. We will always discuss alternative dates with you and notify you in reason for the postponement and the new start and end dates within 7 days of receiving your request for parental leave. This will occur in exceptional circumstances only.
- 6.2 We cannot postpone parental leave for more than 6 months, if it would extend beyond the child's 18th birthday, or if you have requested it to start immediately on the birth or adoption of a child.

7. When will this policy be reviewed?

- 7.1 This policy will be reviewed every two years or earlier in the event of changes in legislation.

Document Control:

Version no.	Effective Date	Reason	Review due
1.0		New Policy	