

# Partner 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 To outline the rights and responsibilities of employees who wish to support their partners when they have given birth or where a child has been placed with them for adoption. LCC recognises the importance of the partner's role and therefore offers enhanced pay to all employees regardless of their length of service.

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

### 3.1 Employee Responsibilities

- To notify their line manager in writing of their intention to take Partner Leave by completing the Application for Partner Leave form with at least four weeks' notice of the intended leave date. The four weeks will apply to each block of leave if the employee intends to take two separate weeks of leave. In cases of adoption, the form should be completed no later than 7 days after notification of the match if it is the employee's intention to take Partner Leave right away.
- If an employee subsequently wishes to change the timing of the Partner Leave, they must give 28 days' written notice of the new dates or as much notice as is practically possible.

### 3.2 Line Manager Responsibilities

- Upon receipt of the application form, the line manager should countersign the form and pass it to HR as soon as possible.

### 3.3 HR Responsibilities

- To issue a letter to the employee and the line manager within 28 days of receipt of the application to confirm the Partner Leave arrangements.
- To notify payroll of the arrangements to ensure the correct payments are made to the employee.

### 3.4 Council responsibilities

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

## 4. Entitlements

4.1 All LCC employees whose partner gives birth to a child, or who is the partner of an adoptive parent who has chosen to take Adoption Leave and a child has been matched/placed with them are entitled to 2 weeks of partner leave at normal pay regardless of their length of service. To qualify for partner leave,

the employee must have or expect to have responsibility for the upbringing of the child and be making the request to help care for the child or to care for the birthing parent.

- 4.2 Partner leave can be taken as either one single block of two weeks or two blocks of one week within 52 weeks of the child's life or placement for adoption. If you work part time, the 1 or 2 weeks of partner leave applies to your normal working week.

## 5. Pension Contributions

- 5.1 During periods of paid Partner Leave, the employee and the Council will continue to make pension contributions.

## 6. Extending Leave

- 6.1 Annual leave continues to accrue as normal during the period of partner leave. If the leave year is due to end during the period of partner leave, employees are encouraged to take their entitlement before starting their partner leave. However, up to 5 days' annual leave (pro-rata) will automatically be carried over into the next leave year and any bank holidays which fall during a period of partner leave will be credited back to the employee on a pro-rata basis in line with their existing working commitment.
- 6.2 If an employee wishes to take an extended period of leave, other than by using annual leave, there are two options to consider. They may be eligible to take Shared Parental Leave, or they can apply for a period of unpaid leave to supplement the partner leave period.

## 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	05.02.2013	New Policy Document	05.02.2013
2.0	21.06.2016	Revised Policy agreed by JCC & Personnel Committee	21.06.2018
3.0	6.04.2024	Legislative Update	06.04.2024
4.0		Revised Policy [to be agreed by JCC & People and OD Committee]	