

# Parental Leave

UPR HR24 version 01.0

## Policies superseded by this document

This is the first version of this document, effective from 13 December 2021.

## Summary of significant changes to the previous version

This is the first version of this document and should be read in full.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

## Table of contents

1	Policy Statement.....	1
2	Entitlement.....	1
3	Procedure .....	2

---

## 1 Policy Statement

- 1.1 This Policy sets out the circumstances where employees who have parental responsibilities may take unpaid time off work to look after their children who are under 18.
- 1.2 The University is committed to supporting a positive work-life balance for all our employees and recognise that time with children is important. If you are eligible (see para 2), you can take ordinary parental leave to care for your child – this may be to look after your child during school holidays, be with them when they are unwell, or enjoy more quality time with them.
- 1.3 Parental leave should not be confused with Shared Parental Leave for which the University has a separate policy

## 2 Entitlement

- 2.1 An employee who has at least one year’s continuous service and is the parent (named on the Birth Certificate) or who has acquired formal parental responsibility for a child who is under 18 years old, is entitled to take unpaid Parental Leave.

- 2.2 A qualifying employee is entitled to 18 weeks unpaid leave for each child up to their 18th birthday.
- 2.3 Leave may be taken in blocks of 1 week (pro rata for staff working part time) and up to 4 weeks per year, per child. Whilst there is no statutory entitlement to do so, requests for leave of single days will be considered subject to approval of the Line Manager.
- 2.4 Employees have the right to return from parental leave to their jobs, or if this is not possible, jobs of equivalent status, terms and conditions.
- 2.5 Employees who have taken parental leave will not be disadvantaged with regard to terms and conditions such as continuity of service, increments, promotion rights, notice of termination, redundancy selection or pension rights.
- 2.6 Pensionable service will be reduced by any unpaid leave taken. Depending on the pension scheme, there may be the option to buy back the lost service. Employees are advised to contact the Pensions Manager for advice on this without delay.
- 2.7 Employees will retain their annual leave entitlement according to grade and length of service but actual leave will be based on the amount of paid service accrued during the leave year. For example, if an employee takes 4 weeks unpaid leave during the course of the year, their leave entitlement will be  $48 / 52.14 \times$  normal annual leave entitlement, and therefore may result in an adjustment to the following year's entitlement.

### **3 Procedure**

- 3.1 An employee wishing to apply for parental leave should write to their immediate line manager giving at least three weeks' notice.
- 3.2 The line manager will confirm the agreed time and dates in writing to the employee and notify their local Superuser who will then liaise with the Employee Support Team regarding recording the leave on the HR System. Either the line manager or super user will provide the Employee Support team with a copy of the confirmation letter or email to Human Resources so that the necessary pay adjustments can be processed.
- 3.3 A formal request for parental leave cannot be refused, but it may be postponed.
- 3.4 A formal request for parental leave can be postponed if the timing means significant disruption to work. Leave can be postponed for up to 6 months after the requested date, but the line manager must confirm in writing the reasons why the leave cannot be taken at the time requested, and to give other suitable dates when it could be taken. The amount of time being

requested cannot be changed, provided it is no more than 4 weeks per child in one year.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **13 December 2021**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.