



Cedars Academy

Parental Leave Scheme

Revised: January 2021

To be revised: January 2023

Parental Leave Scheme

1 Introduction

- 1.1 The school is committed to supporting its employees who are working parents to manage work and family life. This scheme sets out the parental leave arrangements allowing employees the right to time off from work without pay.

2 Aim

- 2.1 The aim of this scheme is to support employees to balance work and family life, allowing them to look after their child's welfare.

3 Scope

- 3.1 This scheme applies to all employees employed by the Governing Body of the school.

4 Entitlement

- 4.1 Employees with one or more years' service who have or are expecting to have responsibility for a child/children are entitled to unpaid parental leave of 18 weeks for each child.
- 4.2 Leave is available to the father, the mother, a guardian, adoptive parents, grand-parents who hold parental responsibility for the child and step-parents.
- 4.3 Leave is granted for the purposes of caring for a child up to the age of 18. It can be taken as a number of single weeks or as a block of weeks but no more than 4 weeks per year.
- 4.4 Leave can start once the child is born or placed with the employee for adoption, or as soon as one year's service has been completed, whichever is the later.

5 Notice

- 5.1 An employee must notify their Head Teacher in writing at least 21 days prior to the date on which they intend to take leave. If they or their partner are having a baby or adopting a child and wish to take unpaid leave at that time they have to give 21 days' notice before the expected week of birth or placement for adoption.

5.2 Leave may be granted to employees who have not given the required notice at the discretion of the Head Teacher.

6 Postponement

6.1 Every attempt will be made by the Head Teacher to avoid postponing leave. In any event, leave must not be postponed for more than six months except in exceptional circumstances.

6.2 Where the school would suffer serious disruption if the employee took leave during the period they have stated in their notice, the Head Teacher should consult with the employee with a view agreeing alternative arrangements.

6.3 Consideration should be given to a shorter or longer period of leave or alternative dates within the six month period.

6.4 Where there is no agreement, the Head Teacher must, as a minimum, allow the employee to take a period of leave of the same duration and beginning on an agreed date no later than six months after the originally notified start date.

6.5 Following consultation, and not more than seven days after the employee notified the Head Teacher, the Head Teacher must give the employee notice in writing of the postponement including the reasons for it and the date on which the agreed period of leave will start and end.

6.6 Postponement cannot be used where employees in the circumstances outlined below have requested parental leave:

- Following maternity support leave;
- Following maternity leave; or
- At the time of adoption.

7 Return

7.1 Employees on parental leave have the same right to return to their job as provided to those on maternity leave.

8 Terms and Conditions during Parental Leave

8.1 Time taken as parental leave shall be treated as continuous service for the purposes of entitlements regarding annual leave, the occupational sickness scheme and the occupational maternity scheme.

8.2 Employees who fall sick during a period of parental leave and who give their Head Teacher the relevant notification shall be entitled to pay under the sickness scheme and this period shall not count towards their parental leave entitlement.