



PARENTAL LEAVE POLICY

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.

PARENTAL LEAVE

GENERAL PRINCIPLES

Detailed legislation applies to parental leave. This procedure details entitlements to Parental Leave based on certain qualifying conditions.

The Group's aim is to inform all eligible employees of their entitlement to statutory parental leave and to ensure that those rights are understood by employees who qualify.

The purpose of Parental Leave is to enable employees who have a parental responsibility, time off to spend with and to look after a child, or make arrangements for a child's welfare.

QUALIFYING CONDITIONS

In order to qualify for Parental Leave, employees (male and female) must satisfy the following conditions;

- Have or expect to have parental responsibility for a child
- Are named on the child's birth or adoption certificate
- Have one year's continuous employment with the Group
- Have a child who is under the age of 18 or
- Have a child who was adopted and is under the age of 18.

LENGTH OF PARENTAL LEAVE

Eligible employees are entitled to 18 weeks for each child.

Parental Leave is unpaid and must be taken up prior to the child's 18th birthday

A week's leave is equal to the individual employee's normal weekly working hours/days.

Parental leave can normally be taken in blocks of one week although more can be taken up to a maximum of 4 weeks in any 12 month period for the relevant child. Should an employee wish to take more than 4 weeks parental leave in any one year, they should speak to their Line Manager in the first instance.

NOTIFICATION AND EVIDENCE TO TAKE PARENTAL LEAVE

Employees must give the Group at least 21 days' notice in writing of their request to take Parental Leave, stating the start and end date of the proposed parental leave. This must be given to the employee's Line Manager, who will respond in writing and the leave will be recorded on the flexi time system.

Except in circumstances involving birth or adoption, the Group can reserve the right to postpone the employee's parental leave of up to 6 months, when it is considered the employee's absence will unduly disrupt the business. (i.e. if a number of employees are requesting the same time off). However, leave cannot be postponed so that the leave ends after the child's 18th birthday. Leave cannot be postponed when the employee gives notice to take it immediately after the birth or adoption of a child.

If Parental Leave needs to be postponed, then the Line Manager will discuss this with the employee and confirm the arrangements in writing, within 7 days of the employee's notice to take leave. This will include, reasons for the postponement, dates of the new leave and length if the new leave (this must be the same as the original request.)

The Group is entitled to request evidence from the employee that they are the parent of the child or have parental responsibility for the child. (i.e. child's birth certificate or adoption papers)

Parental leave is an individual right and employees cannot transfer the leave between parents.

CONTRACTUAL BENEFITS

An employee's contract continues during parental leave, unless it is terminated by the employee or the Dunedin Canmore and employees will continue to get their statutory employment rights during parental leave.

If a redundancy situation arises when an employee is on parental leave, the employee must be consulted with and considered for any alternative vacancies.

Holidays – Statutory annual leave entitlements will be accrued during parental leave.

An employee who takes Parental Leave for a period of 4 weeks or less has the right to return to the same job as before.

If an employee takes leave longer than 4 weeks or is preceded or followed by Additional Maternity or Adoption leave then they are entitled to the same or a similar job, which has the same or better status, terms and conditions as the old job if this is not reasonably practical.

FURTHER INFORMATION

If an employee has any queries, they should speak with their Line Manager in the first instance.