

## PARENTAL LEAVE POLICY

1. All employees have a statutory right to take parental leave when they qualify. DRH applies the default rules set out in the Maternity and Parental Leave etc. Regulations 1999 for Maternity and Paternity leave see also the Maternity Policy No.15.
2. DRH does not make any payments of wages or salary during periods of parental leave.
3. The maximum period of parental leave that you may take in respect of a child during your employment with DRH and any other employer is 13 weeks. In the event of a multiple birth, you have the entitlement in respect of each child. For parents of a disabled child, the period is to be extended from 13 weeks to 18 weeks.
4. The maximum period of parental leave that you may take in respect of a child in any twelve-month period is 4 weeks.
5. You qualify for parental leave if:
  - (a) You have been continuously employed for one year since the date, as indicated in your contract, that your employment with DRH commenced
  - (b) You are or soon will be one of the following:
    - 1) The parent of a child
    - 2) A person with parental responsibility for a child
    - 3) The registered father of a child and the child is born on or after 15<sup>th</sup> December 1999
    - 4) The purpose of the leave is to care for the child
6. You would also qualify if you are adopting a child and the child is placed with you for adoption on or after 15<sup>th</sup> December 1999.
7. You must take your full entitlement to parental leave by one of the following:
  - (a) The child's fifth birthday
  - (c) If you receive disability living allowance in respect of the child, the child's eighteenth birthday.
  - (d) If the child is adopted, the earlier of the fifth anniversary of the date the child was placed for adoption with you and the child's eighteenth birthday.
8. If you fail to take your full entitlement by the end of the period shown above, any remaining entitlement will be lost. The only exception is where you asked to take leave before relevant birthday or anniversary but you were unable to take the leave because DRH postponed it.
9. You must take parental leave in periods of whole weeks. If you take leave of less than once week, it will still count as a full week against your entitlement. However, if you are receiving disability living allowance in respect of a child, the leave may be taken in daily period and it will be accounted for in that way.
10. On the first occasion that you request to take parental leave, you must be able to show that you have, or will have, parental responsibility for the child and produce either:

- (b) A certificate signed by a doctor or midwife indicating the date on which your child is expected to be born
- (c) An original copy of the child's birth certificate

If you are adopting or have adopted a child, you must produce relevant documentary evidence.

11. If you are either of the following:

- (d) You are the father of the child and wish to take leave starting on the day your child is born
- (e) You are adopting a child and wish to take parental leave starting on the day of placement

DRH will honour that request as long as you do both the following:

- (f) Make the request at least 21 days before the start of the week in which your baby is due or the placement is expected to occur
- (g) You specify the number of week's leave you wish to take

12. Otherwise, the notice you must give when you wish to take parental leave is at least 21 days. You must indicate the dates on which you want the leave to start and end.

13. DRH will endeavour to honour all requests for parental leave if you have given the proper notice. However, other than for requests for leave that meet the requirements set out in paragraph 10, DRH has the right to postpone your request if we believe that your absence would unduly disrupt the operation of the business. If we do postpone your period of leave, you should expect DRH to:

- (a) Provide a written notice of postponement within 7 days of your request for leave
- (b) Indicate in the postponement notice:
  - 1) The reason that we are postponing your leave
  - 2) Our authorisation for you to start your leave on a date that we have agreed with you and that it is not more than six months after the date you requested, and ending on the date that gives you the period of leave that you requested.

14. During any period of parental leave, you will remain an employee of DRH but bound only by your contractual obligations of good faith and confidentiality.

15. On your return from parental leave, you will resume the job that you had before the start of the leave, under the same terms and conditions. In the event that your job is unavailable, DRH undertakes to use its best endeavours to find a suitable alternative job for you.

16. If a future employer of your asks DRH for details of any periods of parental leave that you took whilst in our employment in respect of a particular child, we will inform that employer of that information.

17. DRH's disciplinary procedures will be applied in any case where an employee abuses the right to parental leave or attempts to claim parental leave dishonestly.



APPLICATION FOR PARENTAL LEAVE

- 1. Name of applicant
2. Name of child to whom application relates
3. Is this the first application for this child
4. Child's date of birth/date of placement for adoption
5. Evidence attached: Birth certificate, Placement letter, Other evidence
6. Date of leave being applied for
7. Signature of applicant
8. Date
9. Authorised by Manager
10. Date authorised
11. Postponed by Manager
12. Date postponed
13. Reasons why - brief summary

Please attach copy of Postponement Notice

- 14. Date applicant given Postponement Notice
15. Proposed new dates for leave as agreed with applicant:
16. Agreed by applicant
17. Dated



**POSTPONEMENT NOTICE**

To be used when as application for parental leave has to be postponed

This notice **MUST** be given to the applicant at least 7 days prior to the first date given in 2 below

1. Name of applicant .....
2. Dates of leave applied for  
From ..... To .....
3. Reason for postponement
  - a) Insufficient evidence provided
  - b) Insufficient time allowed
  - c) Undue disruption (please specify)  
.....  
.....  
.....
  - d) Other (please specify).....  
.....  
.....  
.....
4. Alternative dates for parental leave as agreed with applicant  
From ..... To .....
5. Signed by Manager .....
6. Dated .....
7. Signed by applicant .....  
(By signing here you are agreeing to the alternative dates specified in 4) above)
8. Date received by applicant .....

