

# 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.*

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋੜਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>17 October 2022</i>
Review Year	<i>2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes- For Consultation</i>
Equality Impact Assessment	<i>No</i>

## **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 18<sup>th</sup> 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 18<sup>th</sup> 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 of 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 Wheatley Homes East Limited 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.

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