



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Parental Leave Policy



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## Old Buckenham Hall

### Policy for Parental Leave

#### **Introduction:**

Old Buckenham Hall implements the parental leave rights set out in legislation. Parental leave is additional to paternity leave, maternity leave and time off to deal with family emergencies. Both mothers and fathers can take parental leave. *Parental leave is unpaid.*

#### **Eligibility Conditions:**

In order to qualify for parental leave, you must have worked for OBH for a continuous period of one year by the time you want to take the leave.

You are entitled to take up to 18 weeks' parental leave in order to care for a natural or an adopted child (or to make arrangements for the child's welfare) if you meet one of the following eligibility conditions:

- you are the natural parent of or you have acquired formal parental responsibility for a child who is under five years old
- you have adopted a child under the age of 18.

If you are the parent or adoptive parent of a disabled child who has been awarded Disability Living Allowance, you are entitled to take up to 18 weeks' parental leave.

Assuming you are eligible, you can choose to take parental leave:

- up until the child's fifth birthday
- in adoption cases, for five years after the child is first placed with you for adoption (or until the child's 18th birthday if that comes sooner)
- in the case of a child with a disability, up until the child's 18th birthday.

Parental leave is for each child, so in the case of twins, 18 weeks' leave may be taken for each child. You must take parental leave in blocks of one week. The exception to this is that parents of disabled children can take leave in blocks of one day. A maximum of four weeks' parental leave can be taken in respect of any child during any one calendar year.

You are required to give at least 21 days' written notice to your line manager of your proposed parental leave dates. If leave is to be taken immediately after birth or adoption, 21 days' written notice of the expected week of childbirth or the expected week of placement for adoption should be given. You must specify the dates on which your period of parental leave is to start and finish. A Parental Leave Request Form can be obtained from the Bursary.

OBH reserves the right to postpone a period of parental leave for up to six months where it considers the operation of its business would be unduly disrupted if the leave were to be taken at the time requested. For example, leave may be postponed during particularly busy periods or where a significant proportion of your department have already applied to be absent from work at the same time. OBH will confirm any postponement arrangements in writing no later than seven days after receipt of your notice to take parental leave. This letter will state the reason for postponement and set out the new dates of parental leave. OBH will not postpone leave if you have given notice to take it immediately after the time the child is born or is placed with you for adoption.

You will be required to produce evidence to confirm you are the parent or the person who is legally responsible for the child. This will take the form of production of a copy of the child's birth certificate or the adoption papers and/or a copy of the letter awarding Disability Living Allowance for a disabled child. For new employees, OBH reserves the right to make enquiries of previous employers to find out how much parental leave has already been taken.

At the end of parental leave, you will be entitled to return to the same job provided always that your period of parental leave was for a period of four weeks or less.

There is no contractual or statutory entitlement to be paid for absences relating to parental leave. Any payment of salary during parental leave is made at the absolute discretion of OBH.

Finally, if you act dishonestly in claiming an entitlement to parental leave, this is a disciplinary offence and will be dealt with under OBH's disciplinary procedure. Depending on the seriousness of the offence, it may amount to potential gross misconduct and could result in your summary dismissal.

### **Monitoring and review**

This Policy will be monitored by the Governors, Headmaster and Business Manager. It will be reviewed by the Business Manager annually or when changes in legislation arise.

Anne-marie Shropshire  
Business Manager

~~19<sup>th</sup> March 2013~~  
Reviewed September 2013

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