



**Islington**

**Clinical Commissioning Group**

**ORDINARY PARENTAL LEAVE POLICY & PROCEDURE**

<b>1</b>	<b>POLICY DRAFTED BY:</b>	<b>HR BUSINESS PARTNER</b>
<b>2</b>	<b>ACCOUNTABLE DIRECTOR:</b>	<b>DIRECTOR – QUALITY &amp; INTEGRATED GOVERNANCE</b>
<b>3</b>	<b>APPLIES TO:</b>	<b>ISLINGTON CCG EMPLOYEES</b>
<b>4</b>	<b>COMMITTEE &amp; DATE APPROVED:</b>	<b>Joint Partnership Group–30 January 2015 Executive Management Team – 11 March 2015</b>
<b>5</b>	<b>VERSION:</b>	<b>1</b>
<b>6</b>	<b>RELATED DOCUMENTS:</b>	<b>MATERNITY POLICY &amp; PROCEDURE ADOPTION POLICY &amp; PROCEDURE PATERNITY POLICY &amp; PROCEDURE FLEXIBLE WORKING POLICY &amp; PROCEDURE EMPLOYMENT BREAK SCHEME</b>
<b>7</b>	<b>DATE OF IMPLEMENTATION:</b>	<b>23 March 2015</b>
<b>8</b>	<b>DATE OF NEXT REVIEW:</b>	<b>April 2016 or earlier should there be national NHS terms &amp; condition/ legislative changes</b>

**DOCUMENT CONTROL**

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>

## **Ordinary Parental Leave Policy & Procedure**

<b>Contents</b>	<b>Page Number</b>
<b>Introduction</b>	<b>3</b>
<b>Policies Statement</b>	<b>3</b>
<b>Purpose and Scope of the Policy</b>	<b>3</b>
<b>Who this policy applies to</b>	<b>3</b>
<b>Eligibility</b>	<b>3</b>
<b>Provisions for Parental Leave</b>	<b>3</b>
<b>How to apply for Parental Leave</b>	<b>4</b>
<b>Appeal Procedure</b>	<b>4</b>
<b>Rights during Parental Leave</b>	<b>4</b>
<b>Monitoring &amp; Review</b>	<b>5</b>
<b>Associated Policies</b>	<b>5</b>
<b>Breach of Policy</b>	<b>5</b>
<b>Parental Leave Application Form</b>	<b>6</b>
<b>Equality Analysis Initial Assessment</b>	<b>7</b>

## **1. Introduction**

- 1.1 Islington CCG is committed to providing a range of flexible working options for employees in order to maintain a committed and skilled workforce to deliver high quality, cost effective services in an environment which maximises opportunities for employees to balance work and personal commitments.
- 1.2 Parental leave is a statutory right to take time off work on an unpaid basis to look after a child or make arrangements for a child's welfare.

## **2. Policies statement**

Islington CCG's policies set out the organisation's standards and intentions, and are written with the aim of being as clear and comprehensive as possible. However, we operate in a dynamic and evolving work environment and attention should be paid to the spirit of the policy as well as the letter. Policies by themselves cannot guarantee effective behaviour or the delivery of key objectives. While they are designed to support the CCG, and the people working within it, our success depends on continuous, high quality effort by everyone the policy covers. Therefore thought must be given to good practice when applying or interpreting any of the CCG's policies, and you should read any guidance or supporting documentation that relates to this policy to help you do this. In addition, this policy should work in accordance with national and local guidance on child and adult safeguarding as applicable.

## **3. Purpose and Scope of the Policy**

The policy enables eligible staff to take unpaid leave up to their child's 14<sup>th</sup> birthday<sup>1</sup> or until their 18<sup>th</sup> birthday if the child is disabled [receiving a disability allowance] or adopted.

## **4. Who this policy applies to**

This policy & procedure applies to Islington CCG employees. The policy does not apply to contractors, agency staff or office holders.

## **5. Eligibility**

- 5.1 Employees must have completed 12 months continuous NHS service at the date they wish to take parental leave. And;
- 5.2 Employees must have nominated caring responsibility for a child under 14<sup>2</sup> [or 18 if the child is disabled/adopted].

## **6 Provisions for Parental Leave**

- 6.1 Each parent can take up to 18 weeks unpaid parental leave for each child until the child's 14<sup>th</sup> birthday<sup>1</sup> or if the child is disabled/adopted until the child's 18<sup>th</sup> birthday.

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<sup>1</sup> 18<sup>th</sup> birthday with effect from 5<sup>th</sup> April 2015

<sup>2</sup> 18 with effect from 5<sup>th</sup> April 2015

- 6.2 In the case of twins, each parent will be entitled to 18 weeks unpaid parental leave for each child until the child's 14<sup>th</sup> birthday<sup>1</sup> or if the child is disabled/adopted until the child's 18<sup>th</sup> birthday.
- 6.3 Parental leave will normally be taken in a minimum block of a week with a maximum of 4 weeks being taken in any one calendar year.
- 6.4 Parents can start taking parental leave as soon as a child is born or placed for adoption, or as soon as they have completed 12 months continuous NHS service.
- 6.5 Parental leave requests may be postponed in exceptional circumstances where the period/dates of requested leave will cause significant operational problems. However, this will only be invoked in exceptional circumstances where no other alternatives can be found.

## **7 How to apply for Parental Leave**

- 7.1 Employees should complete the application form for parental leave in appendix 1.
- 7.2 At least 21 days' notice should be given before the dates of leave requested.
- 7.3 The length/dates of parental leave requested must be specified in the application form.
- 7.4 Employees should submit the application form to their line manager for completion of part b.
- 7.5 Where requests are agreed but need to be postponed the manager should discuss the reasons with the employee and specify the business reasons on the form.
- 7.6 On completion, the form should be submitted to the HR Business Partner.

## **8. Appeal Procedure**

If an employee considers that their request for parental leave has been unreasonably postponed, they can appeal the decision via the CCG's Grievance Procedure.

## **9. Rights during Parental Leave**

- 9.1 During the period of parental leave, the employee will retain all contractual rights except remuneration, including annual leave.
- 9.2 Pension contributions will continue to be payable during period of parental leave. Arrears of contributions will be deducted by payroll over an agreed period of time.

## **10. Monitoring & Review**

This policy & procedure will be reviewed periodically by Human Resources in conjunction with managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## **11. Associated Policies**

Please refer to the following policies for further information:

- Maternity Policy & Procedure
- Adoption Policy & Procedure
- Paternity Policy & Procedure
- Flexible Working Policy & Procedure

## **12. Breach of Policy**

Unauthorised absence and/or the misuse of this policy & procedure will be managed under the Disciplinary Policy.

**Appendix 1 Parental Leave Application Form**

This form should be completed and submitted by the employee at least 21 days before the leave is to be taken. The form should then be submitted to the line manager.

<b>Personal Details</b>			
Name			
Job Title			
Employee Number			
Directorate			
Start Date with NHS/CCG			
<b>Details of Parental Leave Request</b>			
Name of Child			
Date of Birth of Child			
Does the child receive disability living allowance?	Yes		No
Total amount of parental leave taken to date in respect of this child			
Dates of parental leave requested in this application			
<b>Declaration</b>			
I declare that I have nominated responsibility for the child's upbringing and am requesting the parental leave to care for the child.			
Signature [Employee]		Date	
<b>Section B: To be completed by Manager</b>			
I authorise this application for parental leave on the dates requested	Yes		No
If you are unable to agree the dates of parental leave requested, please provide details of the revised dates the parental leave that have been agreed to be taken and the reasons for the postponement [ <i>continue on a separate sheet if required</i> ].			
Signature [Manager]		Date	
HR Approval		Date	

**Equality Analysis Initial Assessment**

**Title of the change proposal or policy:**

Ordinary Parental Leave Policy & Procedure

**Brief description of the proposal:**

To ensure that the policy & procedure is fit for purpose, legally compliant, complies with NHS LA Standards and takes account of best practice.

**Name(s) and role(s) of staff completing this assessment:**

Darshna Pankhania, HR Business Partner

**Date of assessment:** 20 January 2015

**Please answer the following questions in relation to the proposed change:**

**Will it affect employees, customers, and/or the public? Please state which.**

Yes it will affect employees with nominated caring responsibilities.

**Is it a major change affecting how a service or policy is delivered or accessed?**

No

**Will it have an effect on how other organisations operate in terms of equality?**

No

**If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:**

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, AFC Terms and Conditions, is legally compliant and takes account of best practice. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.

**Please return a copy of the completed form to the Equality & Diversity**