

Royal Northern College of Music

# Ordinary Parental Leave

Policy & Procedure

Department: Human Resources

Document owner: Head of Human  
Resources

Approval Committee: HR  
Committee

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RNCM  
ROYAL NORTHERN  
COLLEGE of MUSIC

## **1. Introduction**

This document sets out the College's provision for ordinary parental leave. This policy aims to support parents to balance their work and family commitments.

The Ordinary Parental Leave Policy outlines the statutory entitlements to unpaid leave which may be available to members of staff who have, or expect to have, parental responsibilities.

Ordinary Parental leave is offered in addition to other family friendly policies available within the College, such as maternity leave, paternity leave, adoption leave, dependent leave, shared parental leave and flexible working arrangements.

This policy relates to all categories of RNCM staff who are employed under permanent or fixed term contracts.

## **2. Eligibility**

An employee will be entitled to leave providing they meet all of the following criteria:

- they have at least one year's continuous service at the date they plan to take the leave.
- they are the mother or father (whether natural or adoptive) of the child or have parental responsibility under the law for the child
- they're not a foster parent (unless they've secured parental responsibility through the courts).the child is under 18

The College also extends ordinary parental leave to employees whose responsibility is not necessarily legally recognised, for example step parents and same sex partners.

The College reserves the right to seek appropriate evidence of entitlement to ordinary parental leave e.g. copy of birth certificate or adoption papers

## **3. Leave entitlement**

The full entitlement to parental leave is 18 weeks unpaid for each child and adopted child up to their 18<sup>th</sup> birthday.

## **4. When leave can be taken**

Leave can be taken up to each child's 18<sup>th</sup> birthday.

Ordinary parental leave can, subject to approval, be taken to extend maternity, paternity, or adoption leave if desired.

Ordinary parental leave can only be taken in blocks of at least one week at a time, up to a maximum of 4 weeks in any one leave year for each child. If an employee chooses to take parental leave lasting for less than a week, that period will count as a complete week. The leave year will begin on the first day of parental leave absence for each child. These restrictions do not apply to parents whose children qualify for Disability Living Allowance who may take single days leave.

## **5. How to apply**

To apply for ordinary parental leave staff should complete the Form: Notice of Intention to take unpaid Parental leave (Appendix 1). This form is downloadable from the Intranet or from the Human Resources Department. Return the form to your line manager who will then forward it to the Human Resources Officer at least 21 days before the leave is due to begin.

This form will detail the dates on which the leave will begin and end, together with the reason for the proposed absence.

In certain circumstances the Human Resources Department may use their discretion to allow less than 21 days' notice.

If parental leave is granted, HR will write to you to confirm the period of unpaid leave in writing.

If the request is rejected, HR will write to you to confirm the decision and the reason for it in writing.

## **6. Postponement**

The College will not normally seek to postpone parental leave. However, in exceptional circumstances the College may postpone an application for parental leave for up to six months where it considers the operation of its business would be unduly disrupted.

In these circumstances the Human Resources Officer will provide the reason for the postponement within 7 days of receipt of the application. If leave is postponed the College must allow it to be rearranged within 6 months, if that is the wish of the employee.

Leave may not be postponed when an employee gives notice to take leave immediately after the birth or adoption of a child.

## **7. Terms and conditions during parental leave**

Whilst you are on ordinary parental leave you will retain continuity of employment and continue to accrue annual leave (except for pay). You will not be entitled to sick pay and may not extend parental leave by virtue of sickness during such leave.

## **8. Returning work**

At the end of four weeks or less parental leave you will have the right to return to the same job that you were employed in on leaving. For leave exceeding 4 weeks in one period, you are guaranteed the right to return to the same job as before, or if that is not practicable, a similar job which has the same or better status, terms and conditions as your old job.

## **RELATED POLICIES**

- Maternity Leave
- Paternity Leave
- Adoption Leave
- Dependant Leave
- Shared Parental leave
- Flexible working

## Appendix 1

### Form: Notice of Intention to take Parental Leave

To be completed by employee and given to Line Manager for approval.  
(See Parental Leave Policy for details)



<b>Your Details</b>	
Surname:	
First name(s)	
Post title:	
Department:	
Employee number:	
<b>Dates for Leave</b>	
Date the child was born/placed for adoption / or date that you became legally responsible for the child:	
Does the child receive disability living allowance:	
Amount of parental leave already taken in respect of this child (including leave obtained from previous employers):	
Name of child that request is made in respect of:	
Dates of and amounts of parental leave requested	
<b>Declaration</b>	
You must be able to tick both boxes to get parental leave entitlement:	I declare that: <input type="checkbox"/> I have responsibility for the child's upbringing <input type="checkbox"/> I will take time off work to care for the child
Signature:	Date:
<b>To be completed by Line Manager and sent to Human Resources to amend pay</b>	
Unpaid leave approved for – dates:	
Manager's name:	Manager's signature:  Date:

Please return the completed form to the Human Resources Department