



The Athelstan Trust

Parental Leave Policy

Parental leave policy

- 1 **Purpose:** This policy is intended to provide guidance on your statutory entitlement to parental leave. Note that this should not be confused with paternity leave, which is dealt with in the Trust's paternity leave and pay policy or shared parental leave which is dealt with in the Trust's Shared Parental Leave Policy.
- 2 **Conditions:** If you have been continuously employed by the Trust for a year or more and have responsibility for a child then you are entitled to a period of parental leave.
- 3 **Entitlement:** Your entitlement to parental leave shall be no more than 18 weeks per child and will lapse when your child attains the age of 18.
- 4 **Request:** To request parental leave you should complete the Request for Parental Leave form and hand it to the Headteacher not less than 21 days before the leave period is required. Leave can only be taken as whole weeks and any fraction of a week will be treated as a whole week except where leave is required to care for a child who is in receipt of Disability Living Allowance.
- 5 **Postponement:** The Academy reserves the right to postpone any request for parental leave for up to six months if it is considered that the operation of the Academy would be unduly disrupted by the requested leave. In such circumstances you will be given notice of this within seven days of your initial request for the leave. This paragraph will not apply in cases where the parental leave is requested from the day of the child's birth or adoption.
- 6 **Length of leave:** You may not take more than four weeks parental leave per child in any one calendar year.
- 7 **Unpaid leave:** The period of any leave under this policy will be unpaid.
- 8 **Return to work:** For periods of leave of four weeks or less you can expect to return to the same position within the Academy that you were in prior to the leave period. However, for longer periods of leave, whilst every effort will be made to accommodate you in the same position, if this is not practicable a similar position on no less favourable terms and conditions will be offered.