Grove
Learning Trust

Parental Leave Policy

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about **creating remarkable futures.** For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

About this policy

1. The purpose of this policy is to set out the arrangements for parental leave for employees.
2. This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

Who does this policy apply to?

3. This policy applies to employees and agency workers only. It does not apply to consultants, self-employed contractors, volunteers, or interns.
4. If the person is an agency worker, the rights set out in this policy only apply once the worker has been in the same role with the Trust for at least twelve continuous weeks which may include more than one assignment. For these purposes, the Trust will disregard any breaks due to holiday or other leave to which the worker is entitled or breaks due to industrial action and breaks of up to twenty-eight weeks in cases of sickness or jury service or breaks of up to six weeks for any other reason. The Trust will treat breaks due to pregnancy or childbirth up to twenty-six weeks after birth, and any statutory maternity, paternity, or adoption leave, as time worked.

Who is responsible for this policy?

1. The Grove Learning Trust has overall responsibility for the effective operation of this policy. The Board has delegated responsibility for overseeing its implementation to the HR Business Partner. Suggestions for changes to this policy should be reported to the HR Business Partner.

2. Any questions you may have about the day-to-day application of this policy should be referred to a Line Manager or the Human Resources Department in the first instance.

3. This policy is reviewed annually by the HR Business Partner.

Related Policies

This policy should be read where applicable in conjunction with the Trusts Leave and Absence, Maternity, Paternity, Adoption and Shared Parental Leave policies.

Parental Leave

15. Employees with a child up to the age of 18 years at least one year of continuous service with Grove Learning Trust are entitled to parental leave. In the case of an adopted child, the same provisions apply or eighteenth anniversary of their adoption, whichever comes first. Parental leave is only available for the purpose of caring for a child, for whom the employee has parental responsibility. A child is a person under the age of 18.

16. Parental leave is unpaid and the maximum entitlement is 18 weeks leave (pro rata for part-time staff) for each child, in total. The leave must be taken in blocks or multiples of one week, and the maximum entitlement in any leave year is four weeks.

17. Parental leave is for each child, so if twins are born each parent will be entitled to 18 weeks leave for each child.

18. Parents of disabled children are able to use their leave over a longer period, up until the child's 18th birthday and may take the leave a day at a time, if required.

19. The staff member must give at least 21 days' written notice of the period during which parental leave is requested.

20. If a father wishes to take parental leave following the birth of a child (in addition to paternity leave), he is required to give at least 21 days' notice to his employer, stating the expected week of commencement of the parental leave and the duration of that leave.

21. In the case of adoption, a parent must give at least 21 days' notice stating the week in which he/she expects to adopt the child. The duration of the leave must also be stated.

22. Prior to approving the first request for parental leave the school will need to see the birth certificate, adoption paper or proof of disability living allowance.

23. The Headteacher is able to require an employee to postpone his/her parental leave for up to six months, where the school cannot cope. Notice of postponement will be given no more than seven days after the request and will state the reasons for postponing the parental leave and when it can be taken. The leave must be granted for the same period as the original request and will begin on a date determined by the Headteacher, after consultation with the member of staff and be not more than six months after the date originally requested.

24. Parental leave cannot be postponed when the member of staff gives notice of parental leave to be taken immediately after the birth of their child or at the time of adoption.

25. The school will accurately record when an employee takes Parental Leave as new employers may seek a declaration of how much Parental Leave has been taken.

Version Control

Version	Date	Status	Author (AU) / Approver (AP)
Draft 01	Sept 25	Completion of first draft - Section removed from Leave and Absence policy and produced as it's own policy.	CS (AU)