

Parental Leave Policy

Date	Version	
August 2019	V6	
Purpose		
The purpose of this policy is to outline the entitlement and process in regards to Parental Leave.		
Who should read this document?		
All Trust employees.		
Key messages		
This document provides information around entitlement and the application process for Parental Leave.		
Accountabilities		
Production	Rebecca Tucker, Senior HR Advisor	
Review and approval	Director of Human Resources and Organisational Development	
Ratification	Director of Human Resources and Organisational Development	
Dissemination	Deputy Director of Human Resources	
Compliance	Director of Human Resources and Organisational Development	
Links to other policies and procedures		
Leave Policy Maternity Leave Policy Adoption Leave Policy Carers Policy		
Version History		
V3.1	14/07/06	
V3.2	23/07/09	Reformatted, EIA, dissemination plan & checklist included. Employment law and contact details updated
V3.3	March 2011	Trust Commitment to Valuing People amended in line with the Equality Act 2010. Electronic policy paths updated
V3.4	March 2013	Employment Law Update
V4	June 2014	Agreed by JSNC
V5	March 2016	Minor update
V5.1	November 2018	Extended to April by HR SMT
V6	August 2019	Minor update agreed at Policy Sub Group
Last Approval		
June 2014		
Due for Review		
August 2022		

The Trust is committed to creating a fully inclusive and accessible service. By making equality and diversity an integral part of the business, it will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender

reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

**An electronic version of this document is available on Trust Documents.
Larger text, Braille and Audio versions can be made available upon request.**

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1 Introduction

- 1.1 University Hospitals Plymouth NHS Trust is committed to family friendly policies and work practices. Parental Leave is available to eligible employees to take unpaid leave to look after their child's welfare.

2 Purpose and Responsibilities

Parental Leave

- 2.1 Entitlement to Parental Leave is as follows:

Child	Entitlement
For each child	18 weeks up to their 18th birthday
For each adopted child	18 weeks up to their 18th birthday

- 2.2 In addition:

- The employee has worked for the Trust for more than a year.
- The employee is named on the child's birth or adoption certificate.
- The employee has parental responsibility for the child.
- The employee is not a foster parent (unless they've secured parental responsibility through the courts).
- The child is under 18.

3 Process

- 3.1 Employees can take up to 4 weeks of parental leave per year and leave must be taken in week blocks. A 'week' equals the length of time an employee normally works over 7 days
- 3.2 Employees must give the Trust at least 21 day's notice when requesting Parental Leave.
- 3.3 Employees should request Parental Leave on the form in section 4 and pass the form to their manager.
- 3.4 Managers should support applications for Parental Leave unless there is significant disruption in delivering the service. Where managers are unable to support an application, they must explain this to the employee and confirm in writing within 7 days of the requested Parental Leave start date. In addition, managers should try

and offer an alternative start date within 6 months of the original requested Parental Leave start date. If the leave has to be postponed the amount of leave being requested can't be changed by the manager.

University Hospitals Plymouth NHS Trust

Application for Parental Leave

For applications of shared parental leave, please contact the HR Team.

Name
 Pay Number
 Address

 Department
 Care Group
 Home Tel
 Work Tel

I hereby apply for Parental Leave under the provisions of the University Hospitals Plymouth NHS Trust Parental Leave policy.

It is my intention to take Parental Leave:-

From

To

I have/have not (delete as appropriate) previously taken Parental Leave.

I accept that I will receive nil pay for this period. I hereby authorise University Hospitals Plymouth NHS Trust to deduct any overpayment from my wages.

Signed.....Date.....

Manager.....Date.....

Once completed, please forward this form to the Human Resources Department as soon as possible, in order that the appropriate paperwork can be actioned.

5 Overall Responsibility for the Document

- 5.1 The Director of People in conjunction with the HR&OD Committee is responsible for ratifying this document. The Director of People has overall responsibility for the dissemination, implementation and review of this policy.

6 Consultation and Ratification

- 6.1 The design and process of review and revision of this policy will comply with the Development and Management of Trust Wide Documents.
- 6.2 The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.
- 6.3 Non-significant amendments to this document may be made, under delegated authority from the Executive Director, by the nominated author. These must be ratified by the Executive Director and should be reported, retrospectively, to the approving group or committee.
- 6.5 Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

7 Dissemination and Implementation

- 7.1 Following approval and ratification, this policy will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.
- 7.2 Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.
- 7.3 The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the named Executive Director and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring Compliance and Effectiveness

- 8.1 Monitoring of this policy and its processes will be undertaken within Directorates by Line Managers, to ensure compliance, with any concerns escalated to the HR Directorate. In addition, corporately, the HR&OD Directorate will monitor annually, the level of special paid leave taken, to identify any areas of concern for action by the HR Business Partner and Line manager. This policy will be reviewed every five years or sooner where employment law or practice requires it, by the HR and Organisational Development Directorate and staff side.
- 8.2 The standards and Key Performance Indicators identified with the implementation of this policy are the NHSLA, Standards as determined by the Care Quality Commission.

9 References and Associated Documentation

[GOV.UK](https://www.gov.uk)

Core Information				
Document Title	Parental Leave Policy			
Date Finalised	August2019			
Dissemination Lead	Richard Maguire			
Previous Documents				
Previous document in use?	No			
Action to retrieve old copies.	Yes			
Dissemination Plan				
Recipient(s)	When	How	Responsibility	Progress update
All staff	June 2014	StaffNET	Document Control	

Review		
Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes
Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes
	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Core Information	
Manager	Richard Maguire
Directorate	HR
Date	May 2014 (reviewed August 2019)
Title	HRBP
What are the aims, objectives & projected outcomes?	This policy is designed to ensure staff have an understanding and awareness of their entitlement to Parental Leave.
Scope of the assessment	
Collecting data	
Race	There is no evidence to suggest there is a disproportionate impact on Race. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR.
Religion	There is no evidence to suggest there is a disproportionate impact on religion or belief or non-religion. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR and feedback from staff via formal and informal consultation.
Disability	There is no evidence to suggest there is a disproportionate impact on disability. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR.
Sex	There is no evidence to suggest there is a disproportionate impact on sex. Data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR.
Gender Identity	There is currently no data collected on Gender Identity but this will be monitored through feedback.
Sexual Orientation	There is no evidence to suggest there is a disproportionate impact on sexual orientation. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR.
Age	There is no evidence to suggest there is a disproportionate impact on age. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR and feedback.
Socio-Economic	No negative impacts identified.
Human Rights	The policy is in line with statutory and legislative requirements.
What are the overall trends/patterns in the above data?	There are no trends/patterns at this point.
Specific issues and data gaps that may need to be addressed through consultation or further research	There is no evidence to suggest there is a disproportionate impact on Race. However, data collection of those staff affected by the policy will be monitored via workforce data reports produced on ESR.

Involving and consulting stakeholders				
Internal involvement and consultation	Policy Sub Group.			
External involvement and consultation	ACAS guidance; GOV.UK			
Impact Assessment				
Overall assessment and analysis of the evidence	Individuals overall statutory entitlement to Parental Leave maintained.			
Action Plan				
Action	Owner	Risks	Completion Date	Progress update