

Title of POL: Ordinary Parental Leave

Custodian: Chief People Officer

Version Number: 04

Issue date: 27.03.26

Review date: 27.03.29

POLICY (POL)

Title of Policy	Ordinary Parental Leave		
What type of document is this?	Policy (POL)	Policy Reference Number	HHH-POL-031
Purpose of POL	<p>Helping Hands understands the importance of work-life balance and in some instances, employees may wish to request ordinary parental leave.</p> <p>This policy outlines the steps that may be taken where employees who have parental responsibilities may wish to take unpaid time off work to look after their children if they are under 18 years of age.</p>		
ROLES AND RESPONSIBILITIES			
Include in this section details of the key roles and associated responsibilities relevant to the document			
Roles	Responsibility		
Chief People Officer	Responsible for reviewing and updating this policy and ensuring that the policy is communicated across the company through the Senior Management Team(s)		
Helping Hands Managers	Responsible for implementing and embedding this policy within all teams across the company		
Helping Hands Employees	Responsible for adhering to this policy as directed by Line Managers		
Scope of POL	Ordinary parental leave allows employees to take unpaid time to care for their children, outside of the other policies available (Maternity leave, Paternity leave, Adoption leave and Shared Parental Leave).		

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The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

1. What is ordinary parental leave?

Ordinary parental leave allows employees to take unpaid time to care for their children, outside of the other policies available (Maternity leave, Paternity leave, Adoption leave and Shared Parental Leave).

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2. Who is entitled to ordinary parental leave?

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Employees are entitled to parental leave to care for a child or children if they have, or expect to have, parental responsibility.

3. Amount of parental leave employees can take

Employees can have up to 18 weeks' unpaid leave for each child, subject to a maximum of four weeks' leave for each child in a one-year period. Parents (both birth and adoptive) who have, or expect to have, responsibility for a child under 18 are entitled to take ordinary parental leave.

The parental leave must be in blocks of at least one week, however, if the child has a disability, employees can take the leave one day at a time.

An employee's entitlement will transfer from their previous employer, meaning if they have had parental leave with their previous employer, they can use the remaining balance whilst working with Helping Hands once they meet the eligibility criteria.

4. How to request ordinary parental leave

Employees can make request for ordinary parental leave from their first day of employment. The request must provide at least 21 days' notice and the date they would

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like the leave to commence from. Additionally, employees will need to provide documentary evidence of parenthood or parental responsibility to their Line Manager. This could be a birth certificate or adoption certificate.

5. Declining parental leave

We endeavour to support employees during this time, however if the employees parental leave would unduly disrupt the needs of the business, we may ask for the leave to be postponed up to a period beginning up to six months later (and ending before the child's 18th birthday).

6. Returning from parental leave

Upon an employee's return from parental leave a return-to-work meeting will be arranged with their Line Manager. The return to work allows for the employee to be appraised of any business updates or handovers required.

7. Data protection

When dealing with parental leave, we will process any personal data collected in accordance with our data protection policy (Privacy Information Policy) which can be found on the company website. We will record only the personal information required and keep the information only for as long as necessary.

TRAINING	
Is training required?	No
Details of training	N/A
COMPLIANCE	
How is compliance within this document	Checks of adherence to policy will be made across the business from time to time. Should legislation or regulation change this may prompt a policy review.

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going to be monitored?		
EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION		
	Positive/Negative/N/A	Comments
Does the document have a positive or negative impact on one group of people over another based on their:		
• Age?	N/A	
• Disability	N/A	
• Gender assignment?	N/A	
• Pregnancy and maternity (which includes breastfeeding)	N/A	
• Race (including nationality, ethnic or national origins or colour)?	N/A	
• Marriage or civil partnership?	N/A	
• Religion or belief?	N/A	
• Sex?	N/A	
• Sexual orientation?	N/A	
If you have identified any potential impact (including any positive impact which may result	N/A	

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<p>in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?</p>		
<p>If the impact on one of the above groups is likely to be negative:</p>		
<p>Can the impact be avoided?</p>	<p>N/A</p>	
<p>What alternatives are there to achieving the document's aim without the impact?</p>	<p>N/A</p>	
<p>Can the impact be reduced by taking different action?</p>	<p>N/A</p>	
<p>Is there an impact on staff, customer or someone else's privacy?</p>	<p>If yes, privacy impact assessment required</p>	
<p>Changes since previous version</p>	<ul style="list-style-type: none"> • Removal of one-year qualifying period, due to ERA 2025 this is now a day 1 right. • Added ERA to references. • Updated colleague to employees 	
<p>Who was involved in developing /reviewing/amending the document? (list titles)</p>	<p>Chief People Officer People Services Director ER Team Leaders</p>	
<p>How confidential is this document</p>	<p>Restricted</p>	<p>Can be shared freely within Helping Hands but NOT outside</p>
<p>References</p>	<p><i>Employment Rights Act 2025</i></p>	