

Title of Document	Ordinary Parental Leave Policy		
Name of Department	People Team		

What type of document is this?	Policy		
Which Helping Hands POL/SOP/W.I does this document relate to?		Reference number of POL/SOP/W.I	

Which Operational Priority/Priorities does this document link to?	Governance Framework	People, Performance & Culture		

Custodian of document	Chief People Officer	Committee/Group responsible for this document	Policy Committee
Approval date and committee chairperson signature	25.03.25	When is its next scheduled review?	25.03.28

Who does it apply to?	All Helping Hands staff at the facility				
	Does it apply to bank workers?	No	Does it apply to agency staff?	No	Does it apply to third party contractors?

Purpose of the Policy	<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

Role	Responsibility
Chief People Officer	Is 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	Is responsible for implementing and embedding this policy within all teams across the company.
Helping Hands Employees	Is responsible for adhering to this policy as directed by line managers.

### 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 a minimum of one year's continuous service with Helping Hands, by the time the leave is requested; and
- Have, or expect to have, parental responsibility for the child.

### 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 must provide at least 21 days' notice and the date they require 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 the 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 with the POL going to be monitored	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.
--	--

## 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 on the basis of their:		
• age?	N/A	
• disability?	N/A	
• gender reassignment?	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 in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?	N/A	
If the impact on one of the above groups is likely to be negative:		
• Can the impact be avoided?	N/A	
• What alternatives are there to achieving the document's aim without the impact?	N/A	
• Can the impact be reduced by taking different action?	N/A	
• Is there an impact on staff, client or someone else's privacy?	N/A	<i>If yes, privacy impact assessment required</i>

What was the previous version number of this document?	02	
Changes since previous version	<ul style="list-style-type: none"> <li>Added in section 1 wording related to the policy not forming part of employee contract.</li> <li>Added in section 2 who the policy applies to.</li> <li>Amended wording in section 3 'amount of parental leave employees can take' – section now clearer.</li> <li>Amended wording in section 4 'how to request ordinary parental leave' – ensuring evidence is required.</li> </ul>	
Who was involved in developing/reviewing /amending the POL?	People Services Director	
How confidential is this document?	Restricted	Can be shared freely within Helping Hands but NOT outside

References

Associated Documents

Controlled Document