



UNPAID PARENTAL LEAVE PROCEDURE

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WHAT DO WE MEAN BY PARENTAL LEAVE?

Parental leave is the period of time that an employee is allowed to be absent from work for the purposes of looking after their child or children. ELCAP's Parental Leave policy will allow parents (male or female) a period of absence in connection with the birth and early care of a baby or the care of a legally adopted child with the right to return to work at the end of the absence. This should not be confused with Paternity or Shared Parental Leave. The details of your rights are set out in the Employment Rights Act 1996 and the Maternity and Parental Leave Regulations 1999.

LENGTH OF THE LEAVE

You will be entitled to 18 weeks unpaid leave which can be taken up to the child's eighteenth birthday.

The leave can either be taken in full or broken up over a period of small units of time. The leave is not transferable between either parents or anyone else.

ENTITLEMENT OF PARENTAL LEAVE

Employees who are parents, whether part time or full time staff, are entitled to Parental Leave if you have completed one year's service with ELCAP. Parental Leave is an entitlement per child rather than per birth. This means that if parents have twins the entitlement is per child. Parental Leave can be taken up to eighteen years from the date of birth.

ELCAP will have the right to postpone the request for leave if it affects the operational running of the organisation, e.g. where a replacement cannot be found within the notice period given by you. Your line manager will try to accommodate the dates requested wherever possible.

You are entitled to Parental Leave as well as your Paternity Leave. You should make your request by completing the Parental Application Form (see page 3) to your line manager with a copy to the Finance Officers. You will need to give at least 21 days' notice before the intended start date.

CONTRACTUAL RIGHTS

The contract of employment will continue during the period an employee is on Parental Leave. This means there will be no break in service for holiday entitlement, sick leave provision etc. Employees will be protected from dismissal when exercising the right to take Parental Leave. The contract of employment will continue throughout the leave, unless it is expressly terminated by either party. Employees will be guaranteed a job on return from Parental Leave and where possible at the same workplace but will be dependent on the needs of the service users.

UPAID PARENTAL LEAVE APPLICATION FORM

Dates for unpaid parental leave

I would like my Parental leave to start on: I want to be away from work until:

Your Name:

National Insurance Number:

Name of child:

I confirm that my child is not over 18 years of age

or

I confirm that my child is adopted, is less than 18 years of age

I attach a copy of the child's birth certificate

I have previously taken weeks Parental Leave from ELCAP

I confirm the above information is correct.

Signed:

Date:

Name:

Signed by Line Manager:

Please forward this form to the Finance Officers as soon as it is complete.