



London Ambulance Service **NHS**
NHS Trust

Unpaid Parental Leave Policy

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To set out employees' entitlements to parental leave.

Sponsor Department: People and Culture

Author/Reviewer: Senior HR Manager. To be reviewed by April 2021

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
16/07/18	3.4	IG Manager	Document Profile and Control update
27/04/18	3.3	HR Manager	Review and update. Minor changes.
20/10/15	3.2	IG Manager	Document Profile and Control update
29/09/15	3.1	Senior HR Manager	Amendment to title of Policy
10/08/15	2.5	Senior HR Manager	Amendments to section 2, 5.1,7.3, 7.4
30/06/14	2.4	IG Manager	Document Profile and Control update
27/6/14	2.3	Senior HR Manager	Reviewed and minor updates throughout document to improve clarity
16/08/13	2.2	IG Manager	Document Profile and Control update
09/08/13	2.1	Senior HR Manager (South)	Reflects changes in Parental Leave entitlements to eighteen weeks.
17/06/13	1.6	IG Manager	Document Profile and Control update
17/06/13	1.5	Senior HR Manager (South)	Implementation plan updated.
08/02/13	1.4	Senior HR Manager (South)	Minor – cosmetic changes
06/12/12	1.3	HR Manager- Staff Engagement	Minor amendments to reflect NHS Terms and Conditions Handbook
13/5/10	1.2	Senior HR Manager (South)	Reformatting
13/01/10	1.1	Senior HR Manager	Reformatted, introduction, scope, objectives, responsibilities and implementation plan added
09/06	0.1	Senior HR Manager	First Draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
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Director of HR and OD	09/06	1.0
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Published on:	Date	By	Dept
The Pulse (v3.4)	16/07/18	Internal Comms team	Comms
The Pulse (v3.2)	21/10/15	Governance Administrator	G&A
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LAS Website (v3.4)	16/07/18	Internal Comms team	Comms
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The RIB	27/10/15	IG Manager	G&A
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The RIB	05/10	Senior HR Manager (South)	HR

Equality Analysis completed on	By
21/06/10	HR team
Staffside reviewed on	By
05/03	Staffside

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	NHS Terms and Conditions of Service, Section 35	
LA051	Request for Special Leave Form	
LA231	Pay Variation	
HR019	Maternity Support (Paternity) leave and Pay Policy	
HR034	Special Leave Policy	
HR040	Shared Parental Leave Policy and Procedure	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

- 1.1 The Trust's provisions for Unpaid Parental Leave are in line with the NHS Terms and Conditions Handbook and National Legislation, available at www.gov.uk

2. Scope

- 2.1 This document outlines employees' entitlement to parental leave. This is *unpaid* leave available to those with parental responsibility for a child.
- 2.2 Separate Provisions exist for paternity leave which may be taken at or near the child's birth or adoption. This is detailed further in the Maternity Support (Paternity) Leave and Pay policy (HR019).
- 2.3 For urgent or unforeseen situations (of less than a week) employees may apply for leave under the Trust's short-term special leave provisions. Please refer to the Special Leave Policy (HR034).
- 2.4 *Shared* Parental leave is a separate leave provision to Unpaid Parental Leave and is available around the time of the baby's birth (HR040),

3. Objectives

- 3.1 Unpaid Parental Leave is to enable employees to take a period of time off work to look after their child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments.

4. Responsibilities

- 4.1 Employees should make requests and managers consider such requests in-line with this policy and procedure.

5. Leave provision

- 5.1 Eighteen weeks for parents up to the child's 18th birthday.
- 5.2 A 'week' is the employee's contractual week, i.e., 37.5 hours.
- 5.3 The time taken off work must be one continuous period of not less than a week, except in the case of parents of disabled children who may take leave for one day or in multiples of one day
- 5.4 A maximum of four weeks parental leave may be taken in any one year (for each child).
- 5.5 Leave will be pro-rata for those who work part-time.

6. Eligibility

- 6.1 The parents or somebody with parental responsibility for the child (as conferred under the Children Act 1989).

7. Application

- 7.1 Applications for leave must be made in writing to the immediate line manager and state the date on which the period of leave requested begins and ends. A 'Request for Special Leave Form' (LA051) should be completed which is available at: <https://thepulseweb.lond-amb.nhs.uk/corporate/forms/>
- 7.2 Applications should generally be made a minimum of 21 days prior to the first day of leave that is requested, if this is not reasonably practicable then the application should be made as soon as possible after this date.
- 7.3 Every effort will be made to accommodate a request for Parental Leave. The Trust may only postpone the leave for a significant reason e.g. it would cause serious disruption to the business, but if the decision is to postpone then the employee must be informed in writing within seven days of the original request. The letter must explain the reason for the postponement and provide for an alternative, allowing for the same length of leave, within six months of the requested start date.
- 7.4 Parental leave may not be postponed if the leave is being taken by the father or partner immediately after the birth or adoption of a child or if deferral would mean that the employee would no longer qualify for Paternity Leave i.e. because the child would be over 18.
- 7.5 A member of staff who wishes to appeal against the deferral of Parental Leave should do so, in writing, to the Senior Line Manager.
- 7.6 The employee may be asked to produce evidence of their entitlement on making their first application. This may include birth certificates, papers confirming a child's adoption or a record of disability allowance payments.
- 7.7 Managers are responsible for checking the validity of requests and to forward the Request for Special Leave form (together with attached documents) to Human Resources (HR).
- 7.8 HR will confirm receipt of the application (see appendix 1) including the proposed dates to be taken as Parental Leave. This will be done within 14 days of receipt.
- 7.9 HR will complete the pay variation form (LA 231) for payroll.
- 7.10 The parental leave must also be recorded on the Weekly absence return form.

8. Terms and Conditions of Service

- 8.1 During parental leave the employee retains all of his/her contractual rights except pay. Periods of parental leave will be regarded as continuous service. Pension rights shall be dealt with in accordance with the NHS Superannuation Regulations – contact the Trust's Pensions Manger for more information.

9. References

- 9.1 References provided for employees who are leaving or who have left the LAS should state the number of Unpaid Parental Leave days that have been taken as the balance may request to take the balance with a future employer.

10. Childcare Voucher scheme

10.1 The LAS operates a childcare voucher scheme - further information on the Pulse at <http://thepulse/about/1048861558.html>

11. Further information

11.1 Staff should contact HR for clarification or further information.

IMPLEMENTATION PLAN				
Intended Audience	For all LAS staff			
Dissemination	Available to all staff on the Pulse			
Communications	Revised Procedure to be announced in the RIB and a link provided to the document			
Training	Briefing provided to relevant HR staff			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Statutory right – able to monitor take up.	Reported from ESR as necessary.	Unlikely to be reported on as a matter of course. Can be done on request by Payroll.	People and Culture Committee.	Not applicable.

HR response to parental leave request

Dear...,

Application for parental leave

I am pleased to confirm that your application for parental leave has been approved.

Your parental leave period is planned to take place between... and You will be expected to return to work on...

Please note that the LAS will continue to make pension payments during the period of your leave, your contributions will be deducted following your return to work.

I enclose a copy of the parental leave policy. If you have any questions please contact me.

Yours sincerely,