



PARENTAL LEAVE POLICY FOR STAFF AT RUSH COMMON SCHOOL

In this policy as in all documents of Rush Common Academy Trust (“RCAT”) any reference to Governors of Rush Common School or Trustees of RCAT is a reference to the Board of Directors of RCAT and any reference to the Headteacher of Rush Common School is a reference to the Chief Executive Officer of RCAT.

Introduction

This policy applies to all employees working at Rush Common School. It should be read in conjunction with the relevant terms and conditions and other relevant policies of Rush Common School. Advice and support on the application of this policy is available from the Head of Business and Finance at Rush Common School.

Purpose and scope of policy

1. The School is committed to equality of opportunity in employment for all its employees and developing work practices that enable people to strike a healthy balance between work and other aspects of their lives.
2. Unpaid Parental Leave is available for eligible employees to look after their child’s welfare, for example to spend more time with their children, look at new schools, settle children into new childcare arrangements.

Eligibility

3. Employees qualify if all of these apply:
 - they have continuous service with the School of more than a year
 - they’re named on the child’s birth or adoption certificate
 - they have or expect to have parental responsibility*
 - they’re not a foster parent (unless they’ve secured parental responsibility through the courts)
 - the child is under the age of 18 years

**Parental responsibility means the legal rights, duties, powers, responsibilities and authority a parent has for a child and their property.*

Leave entitlement

4. For each child, a total of 18 weeks unpaid leave (pro rata for part time staff) is available up to the child's 18th birthday. Up to four weeks' parental leave can be taken in any one year (per child).

How Parental Leave can be taken

5. Parental leave must be taken as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless the School agrees otherwise or if the employee's child is disabled. Employees do not have to take all the leave at once.
6. A 'week' equals the length of time an employee normally works over 7 days.
7. If an employee's full leave entitlement has been taken under the School's Maternity Scheme, Adoption Scheme, Paternity Scheme or Shared Parental Leave Scheme, this will be deemed to have included the entitlement to four weeks of Parental Leave during the child's first year.

Notice required

8. Employees must write to the Headteacher, giving 21 days' notice of their intention to take Parental Leave, confirming the start and end date. The Headteacher may ask for evidence of the child's date of birth or other confirmation of the employee's entitlement.
9. The Headteacher cannot insist that Parental Leave is postponed (delayed) if:
 - there is no 'significant reason' - e.g it would cause serious disruption to the School
 - it's being taken by the father or partner immediately after the birth or adoption of a child
 - it means an employee would no longer qualify for Parental Leave - e.g. postponing it until after the child's 18th birthday.
10. If the Headteacher does refuse the request and postpone Parental Leave, they:
 - must write explaining why within 7 days of the original request
 - suggest a new start date - this must be within 6 months of the requested start date
 - cannot change the amount of leave being requested.

Multiple births

11. Parental Leave is for each child, so if twins are born each parent will be entitled to 18 weeks leave for each child.

