

**UNIVERSITY OF ABERDEEN**  
**PARENTAL LEAVE PROCEDURE**

**1 WHAT IS PARENTAL LEAVE?**

Parental leave is a right for parents to take time off work to look after a 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. Please note that all periods of parental leave are unpaid. Parental leave is for each child, so if twins are born, leave may be taken for each child.

**2 PARENTAL LEAVE ENTITLEMENT**

To qualify, you must have 52 weeks continuous service at the Expected Week of Confinement (EWC)/Adoption. However, special rules apply for parents of children born, or placed for adoption, before 14 December 1999. You will be eligible if you have completed one year's continuous service with another employer between 15 December 1998 and 9 January 2002.

Parental leave allows for 13 weeks of unpaid leave (maximum of 4 weeks to be taken in one year) for an employee either named on the birth certificate, an adoptive parent or a long term partner. Where a child is disabled\* parental leave allows for a total of 18 weeks of unpaid leave, up until the child reaches their 18th birthday. Entitlements are as follows:

- Children born between 15 December 1994 and 14 December 1999 – leave can be taken up to 31 March 2005,
- Children born on or after 15 December 1999 – leave can be taken up to their child's 5th birthday,
- Children placed for adoption between 15 December 1994 and 14 December 1999 – leave can be taken up to 31 March 2005 (or the child's 18th birthday if that is sooner)
- Children placed for adoption on or after 15 December 1999 – leave can be taken up to the 5th anniversary of the date of placement (or the child's 18th birthday if that is sooner)
- Disabled children from any of the above categories – leave can be taken up to the child's 18th birthday.

\* This is applicable only to a child in receipt of a disability living allowance

**3 CONDITIONS OF PARENTAL LEAVE**

You are required to provide 21 days written notice of the start and end dates of each period of leave by completing a Parental Leave application form.

Leave must be taken in a block of 5 working days (a working week), with a maximum of 4 working weeks being taken each year. The parent/carer of a disabled child may take leave in days rather than weeks.

You should note that requests for parental leave arrangements cannot be agreed if they conflict with the operational needs of the School/Department/Section or the best management interests of the University. You will be notified, in writing, not more than 7 days after your original written request stating the reason for postponement and detailing actual dates which would be suitable. This leave will be allowed within 6 months of your request.

#### **4 FORM TO BE COMPLETED**

A Parental Leave Application Form (Form PL1).