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. You can use it to spend more time with your children and strike a better balance between your work and family commitments. Please note that all periods of parental leave are unpaid.

2 PARENTAL LEAVE ENTITLEMENT

If you have a child under 18, you are entitled to 18 weeks of unpaid leave, providing you:

- have 52 weeks continuous service at the Expected Week of Childbirth (EWC) / Adoption
- or have completed 52 weeks service
  
  and

- are the parent named on the child’s birth/adoption certificate or have legal parental responsibility for the child

Parental leave is for each child, so if twins are born, you are entitled to receive leave for each child.

3 APPLYING FOR PARENTAL LEAVE

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

4 CONDITIONS OF PARENTAL LEAVE

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.

If you are the parent/carer of a disabled child, you may take the 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/Section. You will be notified in writing, normally not more than 7 days after your original written request, stating the reason for the postponement and detailing actual dates which would be suitable. Your leave will be allowed within 6 months of your request being made.
UNIVERSITY OF ABERDEEN

PARENTAL LEAVE APPLICATION

You should submit your Parental Leave application 21 days prior to the commencement of Parental Leave.

1 Personal Details

Name: ........................................ Employee ID No: ..............................

Continuous Service Date: ................. Externally Research Funded: Yes/No

School/Section: ............................... College ........................................

Ext No.: ................................. E-mail:......................................................

Home Address: ............................................................................................

..........................................................................................................................

Home Tel No: ......................... Date of Birth of Child: ..............................

2 Application Dates

Commencement Date of Parental Leave: ..............................................................

End Date of Parental Leave: .............................................................................

3 Employee Declaration

I have read the University of Aberdeen’s Parental Leave Procedure and understand my entitlement. I accept the conditions under which these provisions are granted.

Signed: ........................................ Date: ........................................

4 Line Manager Declaration

I confirm that I have approved the period of Parental Leave detailed above.

Signed: ........................................................................................................

Print Name: ........................................ Date: ........................................

Or

I confirm that I have postponed the period of Parental Leave detailed above.

Signed: ........................................................................................................

Print Name: ........................................ Date: ........................................

Please forward a signed copy of this application form to Human Resources.

Approved by the University Court 30 June 2015