**Parental Leave Policy**

June 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to providing employees with a general outline of the statutory provisions relating to parental leave. The statutory provisions are complex, so in the event of any discrepancy, they will override the terms of this policy.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

Policy

Subject to the requirements below, employees may be entitled to take 18 weeks’ unpaid parental leave in respect of each child for whom they are responsible for. If an employee works part time, they will be entitled to parental leave which is proportionate to the normal number of days they would work in a week.

Parental leave must be taken in blocks of one week at a time (it may however be taken one day at a time in the case of a disabled child). A maximum of four weeks’ parental leave (per child) is allowed in any particular year. The right to take parental leave lasts until the child’s 18th birthday or, in the case of adoption, until eighteen years has elapsed following placement, or the child’s 18th birthday, whichever is sooner.

The right to parental leave may operate alongside other leave entitlement (such as maternity, paternity and adoption leave) and guidance should be sought from the Company as to your eligibility and the notification requirements in these circumstances.

# Eligibility

Employees are entitled to take parental leave if they:

* have at least one year’s continuous employment;
* have/expect to have responsibility of the child; and
* will be taking leave to spend time with or otherwise care for the child

Note that ‘responsibility’ means that the employee is:

* the child’s biological mother or father (whether or not the employee is living with the child);
* the child’s adoptive parent;

or

* have legal parental responsibility for the child.

# Notification

If the employee wishes to take parental leave, they must notify the Company in writing of the following:

* The amount, if any, of parental leave the employee has already taken; and
* The date of birth of any child in respect of whom the employee has parental responsibility, or the date of the adoption placement

Employees must put their request to take parental leave in writing at least 21 days before the leave is due to begin, stating the dates in which the proposed leave is due to begin and end. The Company will notify the employee, if possible, within seven days of receipt of the request whether it has been accepted. The Company may postpone a period of parental leave for up to six months where the operational needs of the Company would be unduly disrupted if leave was taken at the time requested.

# Terms and Conditions During Leave

During parental leave, employees will benefit from terms and conditions relating to notice, redundancy payments, disciplinary and grievance procedures and the Company’s implied obligation of good faith. Employees will be bound by certain terms and conditions, including those relating to notice, disclosure of confidential information and the implied obligation of good faith.

# Returning to Work

If an employee takes parental leave for a period of four weeks or less, other than after additional maternity leave or additional adoption leave, they will be entitled to return to the same job on the same terms and conditions which applied before the parental leave commenced. If the period of parental leave lasts more than four weeks, employees are entitled to return to the same job unless this is no longer reasonably practicable. In such circumstances, employees will be entitled to return to a different job which is suitable and appropriate. If an employee returns to a different position, the remuneration, seniority and status will be maintained.

<https://www.gov.uk/parental-leave>