

# Unpaid parental leave

Colleagues are entitled to take up to 18 weeks unpaid parental leave (26 weeks for a child with disabilities) up to their child's 18<sup>th</sup> birthday.

## Who might this appeal to?

- ✔ Parents.
- ✔ Colleagues who are part of a Foster to Adopt Scheme.
- ✔ Colleagues who have an informal fostering role will be considered on an individual basis.

## Key information

- ✔ Leave must be related to caring for a child, but it does not have to be related to their birth or health.
- ✔ Parental Leave should be taken as whole weeks rather than individual days.
- ✔ Colleagues should give at least three weeks' notice for a leave request of up to four weeks and at least 12 weeks' notice for any longer requests.

## Does it need line manager approval?

- ✔ Colleagues must meet with their line manager to discuss the request.
- ✔ It is a legal entitlement, but line managers must agree the length and timing of the request and can ask colleagues to postpone their initial request for up to six months.
- ✔ Once agreed it should be keyed as an approved absence in Workday.

With effect from	Available to	Capture on Workday
Ongoing	All colleagues	Yes