

The University of Nottingham supports individuals in managing the commitments of family and working life.

Parental leave is applicable to University of Nottingham UK employees from 12 months of completed service. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

Purpose:

Statutory parental leave is for employees to take time off work to look after a child's welfare, examples include:

- Spend more time with their children
- Look at new schools
- Settle children into new childcare arrangements
- Spend more time with family, such as visiting grandparents

Statutory Parental Leave is normally unpaid, and the entitlement is 18 weeks for each child, including adoption, up to their 18th birthday. This is pro-rated for part time employees. The maximum leave that can be taken in a 12-month period is 4 weeks per child (pro-rata for part time employees).

Eligibility

Employees are eligible to take statutory parental leave if:

- They have 12 months of service
- Are named on the child's birth or adoption certificate or they have or expect to have parental responsibility
- Their child is under 18

Notification of Statutory Parental Leave

- Employees can opt to take Statutory Parental leave as
 - Weekly blocks (of either 1,2 or 3 weeks) or
 - A block of four weeks

If employees intend to take Statutory Parental Leave, they should provide at least 21 days' notice for each leave period, by submitting a request in [UniCore](#) using the absence section.

Equality & Diversity:

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Therefore staff and managers will apply and operate this guidance fairly and in doing so ensure that there is no discrimination on the grounds of age, disability, gender, gender reassignment, marital status, pregnancy and maternity, race, religious or political belief, sex, sexual orientation or trade union membership/activity.

References:

The HR Department is available to give advice, guidance and information at any stage of the procedure.

There are other family policies and procedures which can be read in conjunction with this policy including; maternity leave, shared parental leave, adoption leave, paternity leave etc.,

Date Published:

October 2015

Review Date:

November 2024