

Parental Leave Policy

Version number:	Version 1	Document owner:	HND Services for Children Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	1.13 Parental Leave Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

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For the most up to date / current Government guidance regarding parental leave and pay, please see:

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

1. Parental leave:

Overview:

Eligible employees can take unpaid parental leave to look after their child's welfare, for example to:

- 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.

[Employment rights](#) (like the right to pay, holidays and returning to a job) are protected during parental leave.

Entitlement:

Parental leave is unpaid. You are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless HND Children's Care Ltd agrees otherwise).

You must take parental leave as whole weeks (e.g., 1 week or 2 weeks) rather than



individual days, unless HND Children's Care Ltd agrees otherwise or if your child is disabled. You do not have to take all the leave at once.

A 'week' equals the length of time an employee normally works over 7 days.

Example:

If an employee works 3 days a week, one 'week' of parental leave equals 3 days. If an employee works irregular weeks, the number of days in a 'week' is the total number of days they work a year divided by 52.

Parental leave applies to each child not to an individual's job.

Example:

An employee is entitled to 18 weeks. They have used 10 with a previous employer. They can use up to 8 weeks with their new employer if they are eligible.

Eligibility:

Employees qualify if all of these apply:

- they have been in HND Children's Care Ltd for more than a year.
- they are named on the child's birth or adoption certificate, or they have or expect to have parental responsibility.
- they are not self-employed or a 'worker', e.g., an agency worker or contractor.
- they are not a foster parent (unless they have secured parental responsibility through the courts).
- the child is under 18.

HND Children's Care Ltd can ask for proof (like a birth certificate) as long as it is reasonable to do so, e.g., they cannot ask for proof each time an employee requests leave.

HND Children's Care Ltd can extend parental leave to those groups who are

not eligible. **Notice Period:**

Employees must give 21 days' notice before their intended start date. If they or their partner are having a baby or adopting, it is 21 days before the week the baby or child is expected.

Employees must confirm the start and end dates in their notice. Unless HND Children's Care Ltd requests it, this does not have to be in writing.

Delaying leave:



Leave cannot be postponed (delayed) if:

- HND Children's Care Ltd does not have a 'significant reason', e.g., it would cause serious disruption to the business.
- it is being taken by the father or partner immediately after the birth or adoption of a child.
- it means an employee would no longer qualify for parental leave, e.g., postponing it until after the child's 18th birthday.

If it is postponed, HND Children's Care Ltd:

- must write explaining why within 7 days of the original request.
- suggest a new start date - this must be within 6 months of the requested start date.
- cannot change the amount of leave being requested.

HND Children's Care Ltd implements the parental leave rights set out in legislation. Parental leave is additional to paternity leave, maternity leave, and time off to deal with family emergencies. Both mothers and fathers can take parental leave. Parental leave is unpaid.

HND Children's Care Ltd reserves the right to postpone a period of parental leave for up to six months where it considers the operation of its business would be unduly disrupted if the leave were to be taken at the time requested. For example, leave may be postponed during particularly busy periods; seasonal peaks or where a significant proportion of your department have already applied to be absent from work at the same time. HND Children's Care Ltd will confirm any postponement arrangements in writing no later than seven days after receipt of your notice to take parental leave. This letter will state the reason for postponement and set out the new dates of parental leave. HND Children's Care Ltd will not postpone leave if you have given notice to take it immediately after the time the child is born or is placed with you for adoption.

You will be required to produce evidence to confirm you are the parent or the person who is legally responsible for the child. This will take the form of production of a copy of the child's birth certificate or the adoption papers and/or a copy of the letter awarding Disability Living Allowance for a disabled child. For new employees, HND Children's Care Ltd reserves the right to make enquiries of previous employers to find out how much parental leave has already been taken.

At the end of parental leave, you will be entitled to return to the same job provided always that your period of parental leave was for a period of four weeks or less.

There is no contractual or statutory entitlement to be paid for absences relating to parental leave. Any payment of salary during parental leave is made at the absolute discretion of HND Children's Care Ltd.

Finally, if you act dishonestly in claiming an entitlement to parental leave, this is a



disciplinary offence and will be dealt with under HND Children's Care Ltd' *'Disciplinary Policy'*. Depending on the seriousness of the offence, it may amount to potential gross misconduct and could result in your summary dismissal.

End.