Parental Leave Policy

This policy sets out our stance on providing parental leave to its staff who are both natural parents and adoptive parents. Parental leave is available to eligible employees who wish to take time off work to spend with their child, for example, to accompany the child during a planned stay in hospital, or to go on holiday with the child. Statutory parental leave is unpaid leave.

For the most up to date advice on your entitlement please visit the Government website: Unpaid parental leave: Overview - GOV.UK.

When PACE receives notice of intention to take parental leave, we may ask for evidence of eligibility as set out below:

- that you have or expect to have parental responsibility for the child in relation to whom leave will be taken;
- the child's date of birth or the date of adoption placement;
- the child's entitlement to Disability Living Allowance (if appropriate) to permit you to take leave in in blocks of one day rather than one week.

PACE reserves the right to postpone a period of parental leave if we believe the operation of the business will be unduly disrupted by the employee's absence. Leave will not be postponed where it is to be taken on the birth or a child or on the placement of a child for adoption. Where leave is to be postponed, we will discuss the reasons for the postponement with you and confirm in writing the newly agreed dates of leave. Leave will not be postponed for a period longer than six months from the start date of the leave originally requested.

Before taking parental leave

Shortly after we have received a notification from you that you wish to take parental leave, a meeting will be arranged between you and your manager. The purpose of this meeting is to discuss:

- your entitlement to parental leave;
- the requirements to give appropriate notice;
- arrangements to cover your duties in your absence;
- your right to return to work;
- opportunities for flexible working;
- the nature of any appropriate contact during parental leave; and
- the fact that parental leave is unpaid

During parental leave

Your normal terms and conditions will apply during parental leave except for in relation to pay.

We will make arrangements for your duties to be covered for the duration of your leave. We would like to be able to keep you up to date with any developments at work that may affect you or any social events that occur.