



MacIntyre Academies

MAT Parental Leave Policy

Version Number	Purpose/ Change	Responsibility	Date
V1	New policy	Interim CEO	October 2023

Person Responsible: Group Director
Type of policy Statutory
Date of first draft: Aug 2023
Date of staff consultation: 21/09/23 (Ops Forum)
Date adopted by the Trust Board: Oct 2023
Reviewed: n/a
Next review: Oct 2026

1. Purpose

This policy sets out MacIntyre Academies (The Trust /MAT) stance on providing parental leave to its employees 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.

2. Scope

This policy applies to all employees of MacIntyre Academies Trust.

This policy does not form part of any contract of employment and may be amended from time to time.

3. Schedule of Responsibilities

The Group Director of MacIntyre Academies Trust takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Principals of MacIntyre Academies and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Employees will need to notify their manager should they need to take Parental Leave and advise how and when they wish to do this.

MacIntyre Academies Human Resources are responsible for providing advice and training under this policy and reviewing and updating the policy as required; ensuring continuing relevance and effectiveness in line with any developments in employment legislation, good employment practice and other MacIntyre Academies policies. The HR Manager is responsible for collating data for regular Trust Board HR reports and where appropriate, providing confidential reports as required by the Group Director and MacIntyre Academies Trust Board on individual cases.

4. Introduction

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.

5. Eligibility

You must meet certain eligibility criteria in order to take statutory parental leave, as follows:

- you must have at least one year's continuous employment with MacIntyre Academies counted from the date that parental leave would start
- you have or expect to have parental responsibility for the child
- your child is under 18 years of age
- you take the leave before your child's 18th birthday
- you provide the Trust with evidence of eligibility when requested.

The following evidence may be requested from you in order to assess your eligibility for parental leave:

- 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 (in respect of natural parents)
- the date of adoption placement (in respect of adoptive parents)
- 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.

6. Entitlement

Eligible employees will be entitled to take a total of 18 weeks' leave in relation to each child until the child is 18 years of age. No more than four weeks can be taken in relation to each child in one year.

A year is defined as a period of 12 months beginning on the date on which the employee first, or more recently, became entitled to take parental leave in respect of the child in question and each successive period of 12 months beginning on the anniversary of that date.

Save for in relation to a disabled child in which case leave may be taken in blocks of one day, part of a week counts as a week so that if a full-time employee takes three days' parental leave and then returns to work, one week is taken away from the 18 weeks.

7. Notification

You must give a minimum notice period of 21 days before the leave is due to start and you must give notice of the exact day on which you wish leave to start and end. In the case of fathers who want to take parental leave straight after a baby is born, or prospective adoptive parents who want to take parental leave straight after a child is placed with them for adoption, 21 days' notice of the expected week of childbirth or the expected week of adoption must be given. You must give notice to your School Business Manager and Principal (or Head of Care) using the form in Appendix 1 of this policy.

When the Trust receives notice of intention to take parental leave, we may ask for evidence of eligibility as set out above.

The Trust 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 of 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.

Shortly after we have received a notification from you that you wish to take parental leave, a meeting will be arranged between you and the School Business Manager (a member of HR may also attend). 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
- the fact that parental leave is unpaid.

8. During parental leave

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

- your implied obligation of good faith
- notice periods for termination of employment
- disclosure of confidential information
- acceptance of gifts
- whether you are participating in any other business

- disciplinary and grievance procedures
- redundancy 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.

9. Return to work

Employees returning after an isolated period of parental leave lasting four weeks or less, or after a period of parental leave lasting four weeks or less which consecutively followed another period of statutory leave which did not include any period of additional maternity leave, or additional adoption leave, are entitled to return to the job in which he/she was employed before the absence.

Employees returning to work after a period of parental leave lasting more than four weeks, or after a period of parental leave lasting four weeks or less, which did consecutively follow a period of additional maternity leave or additional adoption leave, are entitled to return from leave to the job in which he/she was employed before the absence or, if that is not reasonably practicable, to another job which is both suitable and appropriate for him/her in the circumstances.

Return to the same job will mean that seniority, pension rights and similar rights are not affected. Terms and conditions will not less favourable than those which would have been applied if you had not been absent.

Parental leave request form

Details of employee	
Employee name:	
Job title:	
Start date:	
Details of employee's child	
Name of child:	
Date of Birth:	
Age at time leave will be taken:	
If child is not yet born, expected week of birth:	
Is your child in receipt of Disability Living Allowance?	Yes/No
Details of leave	
Intended start date of leave:	
Intended end date of leave:	
Intended length of leave:	
How much parental leave have you taken before in relation to this child?	
I have attached all relevant documentation e.g. copy of birth certificate/evidence of Disability Living Allowance (where appropriate)	Yes/No
Employee Declaration	
<p>I confirm that I am taking parental leave in order to care for my child. I understand, and agree, that:</p> <ul style="list-style-type: none"> • I have at least one year's continuous service at the date that parental leave is to begin • I am giving 21 days' notice of my request to take parental leave <p>I understand that:</p> <ul style="list-style-type: none"> • parental leave is unpaid. • parental leave is taken in blocks of one week (except where the child is in receipt of Disability Living Allowance, in which case it can be taken in blocks of one day) • where a day's parental leave is requested, a full week will be deducted from my entitlement (except in the case of a disabled child) • the Trust may postpone a period of parental leave requested for up to 6 months except where the request falls during the expected week of birth/placement for adoption or immediately following the birth or adoption • the Trust may contact my former employer to ascertain the length of parental leave previously taken (if any) 	
Employee signature:	Date:

For completion by manager

Date request received:	
Request accepted?	
Request postponed?	
Date employee informed (letter attached):	
If postponed, new start date of leave is:	
Amount of parental leave remaining in relation to this child:	

Employee notifies School Business Manager using the form in Appendix 1 of their request to take Parental Leave
Employee must provide at least 21 days notice



School Business Manager arranges to meet with employee (With support from HR) to discuss request and provide evidence if required



Request is confirmed/ postponed/ denied in writing by HR



Employee returns to work after period of Parental Leave. Return to work interview completed as a welfare check and to ensure employee is up to date with any changes