



1. Purpose

1.1 Serendipity Healthcare Ltd recognises that on occasion there will be instances where working parents wish to take leave to care for their children's welfare, for example;

- To spend more time with their children and family
- To look at new schools
- To settle children into new childcare arrangements

1.2 To support Serendipity Healthcare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
SAFE	S3: How does the service make sure that there are sufficient numbers of suitable staff to support people to stay safe and meet their needs?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.3 To meet the legal requirements of the regulated activities that Serendipity Healthcare Ltd is registered to provide:

- Adoption and Children Act 2002
- Births and Deaths Registration Act 1953
- The Maternity and Parental Leave etc. Regulations 1999
- Maternity and Parental Leave etc (Amendment) Regulations 2014
- Parental Leave (EU) Directive Regulations 2013
- Maternity and Parental Leave (Amendment) Regulations 2002
- Maternity and Parental Leave (Amendment) Regulations 2001
- Maternity and Parental Leave Regulations 1999
- Children Act 1989
- Employment Rights Act 1996
- General Data Protection Regulation 2016
- Data Protection Act 2018

2. Scope

2.1 The following roles may be affected by this policy:

- All Staff

2.2 The following Service Users may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Family
- Commissioners



3. Objectives

- 3.1 To ensure that all employees understand their entitlement to parental leave, the eligibility requirements, and booking and notification procedures.
- 3.2 To ensure that there is no confusion between parental leave and other types of leave such as shared parental leave, paternity leave, and maternity leave.
- 3.3 To understand that there is no statutory entitlement to pay during parental leave and that Serendipity Healthcare Ltd does not operate a contractual scheme whereby parental leave is paid.
- 3.4 This policy is not to be used in circumstances where time off is needed to care for a dependent.

4. Policy

- 4.1 Employees may be entitled to take up to 18 weeks' unpaid parental leave in respect of each child for whom they are responsible. If the employee works part time, they will be entitled to parental leave which is proportionate to the normal number of days that they work in a week.
This policy only applies to employees who meet the eligibility criteria. It does not apply to workers, agency workers or self-employed contractors.
- 4.2 The right to parental leave may operate alongside other leave entitlement including maternity, paternity, and adoption leave. Employees must familiarise themselves with the relevant policies in place at Serendipity Healthcare Ltd.
- 4.3 Any data collected as part of this policy will be processed in accordance with current Data Protection legislation, the Privacy Notice issued to staff and the Data Protection and GDPR Policy and Procedure.
- 4.4 This policy provides employees with a general outline of the statutory provisions relating to parental leave. The statutory provisions are complex and in the event of any discrepancy between this policy and the statutory provisions, the statutory provisions will override the terms of this policy.
- 4.5 This policy does not form part of an employee's contract of employment and may be amended at any time.

5. Purpose

5.1 Eligibility Criteria

In order to be entitled to take parental leave an employee must:

- Have at least one year's continuous employment
- Have or expect to have responsibility for the child
- Be taking the leave to spend time with or otherwise care for the child

An employee will be responsible for the child if:

- They are the child's biological mother or father, regardless of whether or not they are living with the child
- They are the child's adoptive parent
- They have secured or expect to secure a surrogacy arrangement



- They have legal parental responsibility for the child, for example, if you are the child's guardian or a step-parent who has a parental responsibility agreement or parental responsibility order

If an employee lives with a child and has the responsibility for raising that child but does not have a parental responsibility order, Serendipity Healthcare Ltd may, at its complete discretion, extend the right to Parental Leave to this employee.

5.2 Length of Leave

Parental leave must be taken in blocks of one week at a time. If the employee's child is disabled, the employee will be entitled to take one day at a time. A child is deemed disabled, for the purposes of this policy, if the child is entitled to disability living allowance, armed forces independence allowance or personal independence payment.

A maximum of four weeks' parental leave per child is allowed in any particular year and a maximum of 18 weeks until the child's 18th birthday.

Eligible employees with irregular working patterns where for example, the number of days they work per week varies from week to week throughout the year or the employee is required to work some weeks of the year but not others will be entitled to Parental Leave calculated on a 12 month average of their hours or days of work.

Any previous parental leave taken while working for another employer counts towards the employee's entitlement. If the employee has taken parental leave during previous or concurrent employment, the employee must provide details to their line manager.

5.3 Notification

Should an employee wish to take parental leave they must notify Serendipity Healthcare Ltd in writing of the following:

- The amount, if any, of parental leave that the employee has already taken
- The date of birth of any child in respect of whom the employee has parental responsibility

The request must be put in writing and submitted at least 21 days before the leave is due to start. This request must state the dates on which the leave is due to start and finish. Serendipity Healthcare Ltd reserves the right to request evidence of the employee's entitlement to take parental leave including but not limited to the child's birth certificate or adoption placement certificate. Serendipity Healthcare Ltd will notify the employee (if possible, within 7 days of receipt of the request) whether it has been accepted. Serendipity Healthcare Ltd reserves the right to postpone a period of parental leave for up to six months where the operational needs of the business would be unduly disrupted if leave was taken at the time requested.

5.4 Pay

There is no entitlement to pay during periods of parental leave. Any periods of parental leave will therefore be unpaid.

5.5 Returning to Work

For any period of parental leave which is for four weeks or less, other than after a period of additional maternity or adoption leave, the employee will be entitled to return to the same position, on the same terms and conditions which applied immediately prior to the parental leave.

For periods of four weeks or more, the employee will be entitled to return to the same position unless it is no longer reasonably practicable for them to do so. In such



circumstances, the employee will be entitled to return to a different job which is suitable and appropriate. If the employee returns to a different position, then the employee's remuneration, seniority and status will be maintained.

5.6 Abuse of This Policy

Where an employee takes a period of parental leave under this policy for purposes other than spending time with or otherwise caring for their child, this will be dealt with as a disciplinary issue under the Discipline Policy and Procedure.

6. Definitions

6.1 Parental Leave

- Parental Leave is the right to unpaid leave to spend time with an employee's child until the child reaches its 18th birthday

6.2 Continuous Employment

- The length of unbroken time that an employee has worked for an employer. Any period of a week or more for which the employee is not subject to a contract of employment with the employer will be sufficient to break continuity of employment

6.3 Employee

- An individual who has entered into or works under a contract of employment

6.4 Parental Responsibility

- The legal rights and responsibilities that all birth mothers and most fathers have

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