

ORDINARY PARENTAL LEAVE

Unpaid parental leave may be taken to look after a child or make arrangements for the good of the child.

Eligible employees:

Employees who have a child or children under the age of 18.

Employees who have become the adoptive parents of a child under the age of 18.

A maximum of 18 weeks per child (pro rata for part-time employees) may be taken in total.

If you wish to take parental leave, you should submit an application to your line manager. Leave should normally be taken in one-week blocks (unless your child is disabled), up to a maximum of four weeks in a year. Requests for longer periods will be dealt with on an individual basis.

You should submit an application to take the time off 21 days prior to leave being taken. The Company must respond in two weeks. We will respond sympathetically to all requests but on occasion may ask you to postpone the leave for business reasons. However, this cannot be for more than six months. Any leave at the time of childbirth or adoption cannot be postponed.

We will keep a record of parental leave taken.