



ATLAS Multi Academy Trust

PARENTAL LEAVE POLICY

Trust sub-committee: Resources Committee

Co-ordinator: ATLAS Executive Team

Last Reviewed: New policy

Next Review: Spring 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

1.	<p>PARENTAL LEAVE</p> <p>We respect that there will be occasions when working parents wish to take time off work to care for or spend time with their child or children. No-one will be subjected to a detriment for taking or seeking to take parental leave in accordance with this policy.</p>
2.	<p>ELIGIBILITY</p> <p>Parental Leave is available to employees who have been continuously employed for a period of 12 months' and who meet one of the following conditions:</p> <ul style="list-style-type: none"> • He/she is the parent of a child who is under 18 years of age. • He/she has adopted a child under the age of 18 (the right to parental leave lasts for a period of 5 years from the date of adoption or until the child's 18th birthday, whichever is the sooner). • He/she has acquired formal paternal responsibility for a child who is under five years of age. <p>You must be taking the leave to spend time with or otherwise care for the child.</p>
3.	<p>AMOUNT OF PARENTAL LEAVE</p> <p>If you are eligible for Parental Leave, you will be entitled to up to 18 weeks' unpaid Parental Leave per child, which is to be taken up until the child's 18th birthday. If you work part time, your entitlement to leave will be proportionate to the weekly hours or days worked subject to;</p> <ul style="list-style-type: none"> • A maximum of 4 weeks per year • Leave being taken in blocks of one week.
4.	<p>CHILDREN WITH DISABILITIES</p> <p>Parents of children who have disabilities have the right to:</p> <ul style="list-style-type: none"> • Take leave up to the age of 18 • Up to 18 weeks unpaid leave.

5.	NOTICE OF INTENTION TO TAKE PARENTAL LEAVE
	<p>To apply for Parental Leave, you must provide proper notice of the period of leave that you propose to take. This notice must be given to the Head Teacher/Principal/Line manager at least 21 days before the date on which leave is to start and must specify the dates on which the period of leaves is to begin and end.</p> <p>The expectation is that the Head Teacher/Principal and employee will be able to agree a suitable time for such leave, subject to:</p> <ul style="list-style-type: none"> • postponement by up to six months if the period proposed is unduly disruptive • Where a father gives notice of his intention to take leave starting when the child is born, the Head Teacher/Principal cannot postpone this leave.
6.	KEEPING RECORDS
	<p>Employers are not required to keep statutory records of parental leave taken, but Head Teachers/Principals may wish to record requests for parental leave and the amount of parental leave taken. It is open to employers to make enquiries of a previous employer or seek a declaration from the employee as to how much parental leave he or she has taken.</p>



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Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Parental Leave Policy
Date:	22 March 2019
EIA carried out by:	Liz Kilborn
EIA reviewed by:	ATLAS Resources Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
<ul style="list-style-type: none"> • Policy contains information about: <p>Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?</p>	<p>New policy to ensure whole school approach in line with current legislation.</p>

2. Assessment of Impact? <i>To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed</i>		
Characteristic	Group	Effect/Impact
<ul style="list-style-type: none"> • Age • Disability • Gender reassignment • Marriage/civil partnership • Pregnancy/Maternity • Race • Religion or Belief • Sex • Sexual orientation 		No impact

3. Consultation	
<ul style="list-style-type: none"> • New policy contains information about: <p>Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate</p>	

4. Decision	
<ul style="list-style-type: none"> Should the new proposal/policy be agreed and any impacts identified following consultations? What reasonable adjustments are required? 	No issues for adjustments required

5. Action Planning	
<ul style="list-style-type: none"> Any actions identified to address inequality for different groups? Any actions identified to promote equality and diversity? Where are these actions recorded and who is responsible for them? 	None

6. Monitoring and Review	
<ul style="list-style-type: none"> When will the impact assessment be reviewed? Who is responsible? 	<p>Spring 2021</p> <p>Mrs M Chapman</p>

7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> Results of EIA are published – where and when? The results are kept as a public record of the EIA – where and when? 	With the policy