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Parental Leave Policy

Metanoia Institute

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People policies online
Family friendly policies can be found online on the People Hub .
External Reference

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Parental Leave Policy

1. Policy statement

This policy sets out the statutory provision of parental leave to employees who are both natural parents and adoptive parents. Parental leave is available to 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 is applicable to all Metanoia employees. This policy does not form part of your employment contract. Nothing in this policy alters, replaces, or overrides the terms and conditions of your existing contract of employment.

3. Introduction

Caring for a child does not necessarily mean being with the child 24 hours a day. The leave might be taken simply to enable parents to spend more time with young children.

The following are examples of the way leave might be used:

- spend more time with the child in early years.
- accompany the child during a stay in hospital.
- investigate new schools.
- settle the child into new childcare arrangements; or
- enable the family to spend more time together, for example, when taking the child to stay with grandparents.

The right to statutory parental leave is an individual right so both parents are entitled to statutory parental leave for each child.

4. Length of leave

You 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.

Except 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.

5. Notification requirement

You must make your request for parental leave a minimum of 21 days before you would like the leave to start. You must give notice of the exact day on which you wish your parental leave to start.

Fathers who wish to take parental leave straight after the baby is born or prospective adoptive parents who want to take parental leave straight after the child is placed with them for adoption must give 21 days' notice of the expected week of childbirth or the expected week of adoption.

Leave cannot be taken in blocks of less than a week, unless the child is disabled, and you cannot take more than four weeks leave in respect of any individual child during a particular year.

If the child is disabled, you will have the flexibility to take leave a day at a time if you wish.

6. Dealing with your request

We may postpone your request for parental leave when the leave would, in our view, unduly disrupt the operations of the Institute or if you do not give the appropriate notice. If we do feel it necessary to postpone the date upon which the leave is taken, we will supply in writing within seven days of receipt of your request, our reasons as to why the leave has been postponed.

In such cases, we will propose alternative dates for the leave within six months of the original request. We will not delay the leave for more than six months.

We will not postpone parental leave in respect of a father wanting leave immediately after the birth of a child, or for individuals who require leave immediately after the date that an adoptive placement takes place, as long as the appropriate notice requirements are given.

We may ask for evidence to support your request for parental leave.

Parental leave is an individual right and is not transferable, this means that both parents will be able to take up to 18 weeks' leave if both are working, but they will not be able to add together their leave entitlements so that one parent can take more than 18 weeks and the other less.

7. Right to return

If you return to work after a 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 (e.g. holidays, paternity leave etc.) and which did not include any period of additional maternity leave, or additional adoption leave, you are entitled to return to the job in which you were employed before your absence.

If you return 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, you are entitled to return from leave to the job in which you were employed before the absence or, if that is not reasonably practicable, to another job which is both suitable and appropriate for you in the circumstances.

8. Monitoring and review

People & Culture team are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals.