

# Did You Know About Parental Leave



Parental leave is the legal entitlement of parents to take time off work so that they can spend more time with their children—seeking of offer a better balance between work and family commitments.

Unfortunately this entitlement is unpaid, but it nevertheless entitles both parents to take time off work as long as they have completed one year's employment and have a baby or child or an adopted child under the age of 18 years.

You can choose to take Parental Leave at any time, in total you can have a maximum of 13 weeks for each child (parents of disabled children are entitled to 18 weeks). Parental Leave can be taken until the child's 18th birthday.

Normally a maximum of 4 weeks leave will be allowed in a year for each child and this should be taken in blocks of one week rather than odd days whenever possible. If you wish to take Parental Leave you should try and give your manager at least 21 days notice (unless this is not possible in exceptional circumstances), you may be refused to take the leave if it would disrupt the business operation but your manager must provide you with a suitable alternative date and a reason for the refusal.

To apply for Parental Leave you need to fill in a your employer's relevant **Special Leave Form** requesting "Parental Leave" and give it to your manager for authorisation. On the form you will be asked to give a brief explanation of the reason for request i.e. '*time with children*'...

The first time you apply for Parental Leave you may be asked to supply a copy of a birth or adoption certificate.

In all cases, you can seek advice, assistance and support from your local representative, or your Branch women's officer.



Your Branch women's Officer is:

Phone:

Email: