

**UNIVERSITY OF ABERDEEN**  
**PARENTAL LEAVE (UNPAID) PROCEDURE**

**1 WHAT IS PARENTAL LEAVE?**

Parental leave is a right for parents to take time off work to look after a child or make arrangements for the child's welfare. You can use it to spend more time with your children and strike a better balance between your work and family commitments. Please note that all periods of parental leave are unpaid.

**2 PARENTAL LEAVE ENTITLEMENT**

If you have a child under 18, you are entitled to 18 weeks of unpaid leave in total (from the birth of the child until they turn 18), providing you:

- have 52 weeks continuous service at the Expected Week of Childbirth (EWC) /Adoption
- or have completed 52 weeks service

and

- are the parent named on the child's birth/adoption certificate, a parental order, for surrogacy or have legal guardianship

If someone is separated from the other parent or does not live with their child, they still have the right to parental leave if they have parental responsibility for their child.

Parental leave is for each child, so if twins are born, you are entitled to receive leave for each child i.e. 36 weeks.

**3 APPLYING FOR PARENTAL LEAVE**

You are required to provide 21 days written notice of the start and end dates of each period of leave by completing the Parental Leave Application form which is available in the policy zone or the HR Handbook.

**4 CONDITIONS OF PARENTAL LEAVE**

Leave must be taken in whole weeks, with a maximum of 4 working weeks being taken each year. A 'week' equals the length of time an employee normally works over 7 days e.g. if you work 3 days a week, that is your working week and you would not be entitled to 5 days. If an employee works irregular weeks, the number of days in a 'week' is the total number of days they work a year divided by 52. (per HMRC)

If you are the parent/carer of a disabled child, you may take the leave in days rather than weeks.

You should note that requests for parental leave arrangements cannot be agreed if they conflict with the operational needs of the School/Section. You will be notified in writing, normally not more than 7 days after your original written request, stating the

reason for the postponement and detailing actual dates which would be suitable.  
Your leave will be allowed within 6 months of your request being made.

Approved by the University Court on 30 June 2015

Revised 2020, Approved by Policy and Resources Committee March 2020

Revised May 2024

<b>Title</b>	Parental Leave (Unpaid) Procedure
<b>Author / Creator</b>	Human Resources
<b>Owner</b>	Director of People
<b>Date published / approved</b>	Approved Court December 2013 Revised/Approved Court June 2015 Revised/Approved PARC March 2020 Revised/Approved PNCC May 2024
<b>Version</b>	Version 4
<b>Date for Next Review</b>	March 2027
<b>Audience</b>	All Staff
<b>Related</b>	Shared Parental Leave, Paternity/Partner Leave, Maternity/Birth Parent Leave, Adoption/Surrogacy
<b>Subject / Description</b>	Details of legislation and University procedure regarding unpaid parental leave
<b>Equality Impact Assessment</b>	TBC
<b>Section</b>	Human Resources
<b>Theme</b>	Employment
<b>Keywords</b>	HR, Staff, Parental, Leave, Shared, Paternity Partner Leave, Parental, Maternity/Birth Parent, Adoption,