

# HR Procedures

## Parental Leave

## Intro...

A good work-life balance is important and parental leave allows you to plan to take some unpaid time off each year to spend it with your child, when you need it. We recognise how important this is and how you may need it not just when your child is young, but also when they're at school. You can apply to take your parental leave up until the child's 18<sup>th</sup> birthday.

## Who does this procedure apply to?

This procedure applies to anyone directly employed by Mitie in the UK, whether on a permanent or fixed term basis. Contractors or those employed via an agency are not subject to this procedure. This procedure is non-contractual and may be amended or varied at any point.

## What is parental leave?

If you're the parent or legal guardian of a child under 18 years of age you can take up to 18 weeks unpaid leave per child. The maximum amount of leave you can take in one year is 4 weeks for each of your children.

If you've taken any parental leave with a previous or concurrent employer, this will count towards your 18 weeks' parental leave, and you will need to give the details of this leave. If you don't, then you may be subject to disciplinary action

Parental leave is pro-rated if you work part time. Leave must be taken as whole working weeks unless agreed with your manager, or unless your child is disabled in which case, individual days can be booked.

## Am I eligible for parental leave?

You can take parental leave if the child is under 18 and as long as

- You have a minimum of 52 weeks' continuous service
- You are named on the birth certificate or adoption certificate, or you have or expect to have parental responsibility.
- You are not a foster parent unless you have secured parental responsibility through the courts

We may need to see evidence that you're entitled to parental leave, so this may be a birth certificate or adoption or fostering paperwork or evidence of your child's disability living allowance.

## How much will I get paid?

As the time you're on parental leave is unpaid you won't receive any salary or work based payments such as shift allowance. If you're eligible for the bonus plan, any bonus payment for this will be pro-rated based on the number of days you worked in the performance period which you left to go on parental leave. You won't receive other payments whilst you're on parental leave, such as commission or bonus payments unless it's for commission or bonus you've already earned.

## What is parental leave used for?

Parental leave is planned leave which you should take to care for your child or for making arrangements for their care, for example in the following situations:

- settling a child into a new school or childcare arrangements
- caring for a sick child (longer-term arrangements - possibly following emergency time off work)
- accompanying a child during a stay in hospital
- spending more time with a young child

Because parental leave is supposed to be used to look after or help your children, you can't use it for anything else. If you use it for something it's not meant to be used for, you may be subject to disciplinary action.

## Do my children have to live with me for me to be eligible?

No, they don't but remember the time you take off must be spent either with them or making arrangements for them.

## What's the process?

You should normally give three weeks (21 days) notice if you want to take parental leave and you will need to agree start and return to work dates with your manager before you go on leave. However if you need the time off urgently, you can request to take emergency leave. To find out more about this have a look in the [Time Off procedure](#).

You must complete the [Family and Extended Leave notification form](#) and submit this to your line manager for approval.

Your manager will send the form to either [People Support](#) via AskHR or direct to your payroll contact. If you are able you can book this leave via People Hub on the absence portal. We

wouldn't refuse a request as long as you qualify you can take parental leave. However, it may have to be postponed, or amended as explained below.

## Can I be asked to change the dates?

If the dates you want to take off would cause problems for the business, your manager can ask you to postpone your parental leave for up to six months. However, your manager can't ask you to change your parental leave to a date which is after your child's 18th birthday.

You may be asked to change your parental leave dates for business reasons, for example:

- If it's over a busy or peak period.
- If it will leave your team under-resourced as other people are off at the same time.
- If it would cause real issues to the business if you were off during this time.

If you're asked to change the dates of your parental leave your manager will talk to you about this and discuss possible alternative dates for your parental leave with you.

The only time your manager can't postpone your leave is if it's immediately after maternity leave or an adoption placement.

## Can I take it straight after maternity, adoption or paternity leave?

Yes, but you'll still need to give your manager 21 days' notice that you want to take parental leave. Your parental leave will start the day after you are due to finish your maternity / adoption / paternity leave. Your manager will notify HR via AskHR or book the leave via People Hub on the absence portal for you.

## What happens to my benefits while I'm off?

You will continue to accrue holiday through the period of parental leave.

## Will I come back to the same job?

If your parental leave didn't follow a period of additional maternity leave or additional adoption leave then you'll come back to the same job. Otherwise you'll return to either the same job or a different job on no less favourable terms and conditions. This depends on whether the job still exists and how your contract of employment defines 'the job'.

If there are any changes to your role or structure while you are off, your manager will inform you and consult with you if appropriate

## Need more info?

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If you need further advice you can contact People Support via **AskHR on People Hub** or call **0330 1234 005** to speak to an Advisor

**The Employee Assistance Programme (EAP)** offers confidential advice, and you can access their support by calling **0800 1116 387**

You can also access the online portal for further guidance and support:  
<http://my-eap.com/login>

Organisation code: **mitiewell**

**Mitie online GP service 24/7- 0345 3193107**

### Employee Wellbeing

We also have an intranet site dedicated to wellbeing. You can access this site via the **Celebration Hub**. You will find information on Healthy eating as well as mental, physical and financial wellbeing. If any of your team members are experiencing mental health issues, you will find a list of our Mental Health First Aiders who will be able to talk you through the resources that are available to you.

### [Optima Occupational Health - Wellbeing portal](#)

## Further reading:

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Shared Parental Leave procedure

Agile & Flexible Working procedure

Time Off Procedure

Paternity Leave

Family/extended leave notification form