

Date: October 2016

### TOPIC: 5.22 Parental Leave Policy

#### Rationale

King's College is required to comply with the Parental Leave and Employment Protection Act 1987. In addition, where appropriate, it intends to ensure that teaching staff have access to comparable benchmarked provisions as are provided for in the State Sector for teaching staff, and to provide the extended primary carer benefits for all eligible King's College staff as set out in this policy.

#### Purpose

The purpose of this policy is to comply with the Parental Leave and Employment Protection Act 1987 and, where appropriate, align with best practice adopted in the Educational State Sector. However, the Policy may change, subject to the minimum requirements of the Act being met, to ensure the overall needs of the College including the College's ability to continue to deliver exemplary educational services to students. The College will make best endeavours in each individual case.

#### Guidelines

1. The College will comply with the Parental Leave and Employment Protection Act 1987.
2. The Head will determine the College's ability to provide for extended primary carer benefits for teachers who:
  - 2.1 are permanent full time or permanent part time teachers who have at least 12 month's service; and
  - 2.2 are 'primary carers' (as defined in clause 3 below) for a minimum of 6 continuous weeks during the first 6 months of the child's life or within the first 6 months after the date on which the teacher and/or their partner took permanent primary responsibility for the care, development, and upbringing of a child under the age of 6 years.
3. Primary carers are those who:
  - 3.1 have given birth within the preceding 12 months (the biological mother); or
  - 3.2 are the spouse or partner of the biological mother and who intend to take primary care of the child within the first 12 months of the child's life; or
  - 3.3 are not the biological mother or the spouse or partner of the biological mother, but who take permanent primary responsibility for the care, development, and upbringing of a child who is under the age of 6 years.
4. The extended primary carer benefits for teachers who are primary carers and who meet the eligibility criteria in clause 2 above may include an extension of up to two years unpaid leave (inclusive of any extended leave the teacher is entitled to under the Parental Leave and Employment Protection Act 1987). This can be approved if three month's written notice of intention to extend is provided, and if the educational requirements for the extended leave can be fulfilled.
5. A primary carer grant will be made equivalent to six week's base salary if the eligibility criteria in clause 2 above are met. The grant is not available in the case of a miscarriage or stillbirth. The grant will be paid as a lump sum, taxable payment upon the commencement of primary carer leave.
6. The Head will determine the College's ability to provide for, and the terms of, any extended primary carer benefits for support staff who are:
  - 6.1 permanent full time or permanent part time support staff with at least 12 month's service; and
  - 6.2 who are primary carers (as defined in clause 3 above) for a minimum of 6 continuous weeks during the first 6 months of the child's life or within the first 6 months after the date on which the staff member and/or their partner took permanent primary responsibility for the care, development, and upbringing of a child under the age of 6 years.
7. Support staff will receive any unpaid leave they are entitled to under the Parental Leave and Employment Protection Act 1987 [and will not be eligible for an extension of up to two years unpaid leave].
  - 7.1 A primary carer grant will be made equivalent to six week's base salary if the eligibility criteria in clause 6 above are met. The grant is not available in the case of a miscarriage or stillbirth. The grant will be paid as a lump sum, taxable payment [at the time that the staff member has completed 6 weeks' primary carer leave] OR [upon the commencement of primary carer leave].