

Draft



Tayside and Central Scotland
Transport Partnership

Parental Leave Policy

1. Scope

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership) who have, or expect to have, parental responsibility for the child they are requesting leave for. Part time workers and job sharers are entitled to parental leave on a pro-rated basis.

2. Aim of the document

TACTRAN recognises that family care responsibilities impact on the lives of employees. It encourages employees to take parental leave to try to achieve a balanced approach between family and working life. This document sets out TACTRAN's policy for parental leave in order to ensure consistency of approach in line with employment legislation and TACTRAN's commitment to good employment practice.

3. Leave entitlement

Both male and female employees with at least 1 year's continuous service with TACTRAN qualify for unpaid parental leave in respect of children born or adopted on or after the 15th December 1994. The period of leave is 13 weeks for each child up to the child's 5th birthday.

In the case of a child entitled to a Disability Living Allowance, the period of leave is 18 weeks and can be taken up until the child's 18th birthday.

Adoptive parents of children placed for adoption on or after 15 December 1999 can take leave up to the fifth anniversary of the date of placement (or the child's 18th birthday if that is sooner)

Parental leave is for each child.

You are encouraged to discuss with your line manager the most effective way of taking parental leave to suit both your own needs and those of TACTRAN. Every effort will be made to enable you to take parental leave on the dates you have chosen but there may be instances where you are asked to limit the period of parental leave that can be taken at a specific time or even postpone the leave.

4. Notification

The employee must give TACTRAN 21 days notice before taking parental leave. The notice must state the start and end date of the proposed parental leave. TACTRAN

reserves the right to postpone an employee's parental leave for up to six months if the operation of TACTRAN would be particularly disrupted if the leave were taken at the time requested. TACTRAN should confirm the postponement arrangements to the employee in writing. Leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or is placed with the family for adoption.

5. Entitlement information

To obtain further advice on entitlement to parental leave please contact the TACTRAN Office Manager

6. Return to work after parental leave

An employee has the right to return to the same job if they take a period of only 4 weeks or less off. If they take more than 4 weeks they have the right to return to a similar if not the same job.

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