



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Parental Leave Policy

Revision History

Creation Date	Reviewer(s)	Review Date
November 2023	Corporate Services	November 2026

Introduction

At Williamsburgh Housing Association (WHA), we want to support our colleagues in balancing their work and family lives. If you need to take time off work because of your responsibilities as a parent, talk to your manager to see what can be arranged.

Parental leave is a period of unpaid, planned time off work to care for your child.

Parental Leave is different to Shared Parental Leave, which lets parents share leave during the first year of their child's birth or adoption placement – see Shared Parental Leave Policy for more information.

We also have various Family friendly Policies if you need time off because you or your partner are having a baby or adopting a child.

General

If you have parental responsibility for a child under 18, and have worked here for over 12 months, you can take a total of 18 weeks' unpaid parental leave (for each child) up to their 18th birthday with a maximum of four week's parental leave in any one year.

Parental Leave is usually taken in one-week blocks. If your child has a disability, we will also consider requests for single days of Parental Leave.

Requesting Leave

- 2.1 You need to write to your manager at least 21 days before you wish your leave to start. In exceptional cases, we may not enforce this requirement.
- 2.2 Whilst we will always do our best to accept any request for Parental Leave, sometimes we may need to postpone your leave for up to six months if our business would be seriously disrupted by you taking the leave. However, we won't do this if you give us notice to take leave immediately after maternity, adoption or paternity leave.

Records

- 4.1 We may ask you to demonstrate proof of your entitlement to parental leave. We will also ask new staff about any parental leave they have taken in their previous jobs.
- 4.2 When you move to a new job, we will pass on details of parental leave you have taken if we are asked by your new employer.

Things to think about

Holidays

Your holidays will continue to accrue while you're on Parental Leave. Once you are back at work the usual arrangements for carrying holiday forward will apply.

Pensions

If you are a member of a WHA pension scheme, pension contributions will stop during your Parental Leave (as it is unpaid leave).

Returning to work

If you take parental leave, you will return to the same job, except in cases where the parental leave begins immediately after the end of a period of additional maternity or adoption leave.

