



The Leys Primary & Nursery School

Learning TodayLeading Tomorrow

Parental Leave (unpaid) Policy

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Please read and delete this page before adopting the policy:

1. This professional associations and/or trade unions have been consulted on this document and HFL Education recommends it for adoption.



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2. Scope

This policy applies to all employees. It has been subject to consultation with Trade Unions. It does not form part of an employee's contract of employment and we reserve the right to amend it at any time.

3. Introduction

There will be occasions when working parents wish to take time off work to care for or spend time with their child or children.

Unpaid Parental Leave is not the same as Shared Parental Leave. Please see separate Shared Parental Leave Policies for Birth and Adoption.

4. Eligibility

Parental Leave is available to employees who have been continuously employed for a period of 12 months and who meet one of the following conditions:

- they are the parent of a child who is under 18 years of age
- they have adopted a child under the age of 18
- they are the stepparent of a child who is under 18 years of age and have parental responsibility agreed by both biological parents
- they have legal parental responsibility for a child who is under 18 years of age.

You must be taking the leave to spend time with or otherwise care for the child.

Employers can ask for proof to support their eligibility (for example a birth certificate) where reasonable to do so.

The leave is unpaid.

5. Amount of Parental Leave

If you are eligible for parental leave, you will be entitled to up to 18 weeks' unpaid parental leave per child, which can be taken up until the child's 18th birthday. If you work part time, your entitlement to leave will be pro rata to the weekly hours or days worked.

Employees may take up to four weeks' leave in respect of any individual child in any year.

Employees must take parental leave as whole weeks (e.g., 1 week or 2 weeks) rather than individual days, unless your child is disabled. You do not have to take all the leave at once.

6. Notice of intention to take Parental Leave

To apply for parental leave, you must provide at least 21 days' notice of the period of leave that you propose to take. Where the request is due to having a baby or adopting, it is 21 days



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before the week the baby or child is expected. This notice must specify the dates on which the period of leave is to begin and end.

We may postpone a period of unpaid parental leave where we consider the School would be unduly disrupted if the employee were to take leave during the period requested. In such a case, we will allow the employee to take an equivalent period of unpaid parental leave within six months of the originally requested start date. We will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the employee to take parental leave. Such notice will be given no more than seven days after the employee's notice was given to us.

There are instances where we cannot postpone a period of unpaid parental leave. This is where parental leave has been requested immediately after childbirth, immediately after placement for adoption or where the postponement would mean that the employee is no longer eligible e.g., the postponement would take the leave until after the child's 18th birthday.

Unpaid parental leave is not intended to be used for emergencies or unexpected events where you need to take time off to care for your child. You should refer to the Dependant Leave policy in these situations.

7. Entitlement on return from Parental Leave

On return from unpaid parental leave you are entitled to return to the same role, with the same terms and conditions of employment. You should not be disadvantaged, treated unfairly, or dismissed as a result of taking unpaid parental leave.

8. Keeping Records

We will keep a record of requests for parental leave and the amount of parental leave taken during your employment. We will also make enquiries of previous employers or seek a declaration from you as to how much parental leave you have taken.