

People and Organisational Development

1 **Purpose and scope**

- 1.1 Employees who have, or expect to have, parental responsibilities are able to take unpaid parental leave for the purposes of caring for a child.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed

entitlement to enhanced maternity/adoption pay on condition that they return to work for at least 13 weeks following parental leave.

5.5 Where the leave to be taken is for a consecutive period of one week or more, the resulting loss of pay can be 'staggered' by reducing the employee's full pay over a longer period to include the unpaid period.

6 **Postponement**

8.2 The university will deal with any requests by employees to change their working arrangements on a case-by-case basis in accordance with the **Flexible Working Policy**. There is no absolute right to insist on flexible working, but employees have a statutory right to request flexible working and the university will try to accommodate an employee's wishes