



PARENTAL LEAVE POLICY FOR EMPLOYEES

Document history

Notes of changes	Version No.	Date of approval and adoption
Parental Leave Policy	1	6 th December 2023
Revised no changes		5 April 2025
Revised – Changed to reflect Employment Rights Act 2025 entitlement to parental leave from day one of employment and Bereaved Parental Leave.	2	11 April 2026

**THIS PARENTAL LEAVE POLICY FOR EMPLOYEES IS PUBLISHED AS APPROVED BY
CUMBRIA ASSOCIATION OF LOCAL COUNCILS IN APRIL 2026**



Scope

This policy covers all CALC employees. In the case of the Chief Officer, Parental Leave and Pay will be managed by the Chair of CALC.

Introduction

Parental Leave is a period of unpaid, planned time off work to care for a child. If an employee needs to take short periods of leave without notice to look after their child in an emergency, this is covered by our Special Leave Policy.

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 the Shared Parental Leave Policy for more information.

Parental Leave - eligibility and amount

If an employee has parental responsibility for a child under 18, they can take up to 18 weeks' unpaid Parental Leave to care for their child from day one of their employment. The employee can take up to four weeks of this leave in any one year. This leave is per child and both parents can take Parental Leave for the same child. An employee can choose to take Parental Leave at the end of Maternity, Paternity, Adoption or Shared Parental Leave if they like.

Parental Leave is usually taken in blocks of one week, but an employee might be able to take single days if they really need to, so speak to the Chief Officer should the need arise.

Bereaved Partner Parental Leave

If an employee's partner or the mother of their child dies within the first year of the child's life or adoption, the employee will have the right to take Bereaved Partners paternity Leave from day one in the job.

An employee can take up to 52 weeks of leave, depending on when the bereavement occurs.

The right applies where the child is less than a year old, or within the first year of adoption and the mother or primary carer has died.

This leave is unpaid by law.

Requesting Parental Leave



To ask for Parental Leave, the employee will need to write to the Chief Officer. If the Chief Officer can't agree to your request, they'll send a letter within seven days to let the employee know why. CALC will always do our best to accept any request for Parental Leave and will only turn a request down if it would cause problems for the business. Sometimes CALC might be able to agree to part of the leave requested.

If CALC have to say no, the Chief Officer will write to the employee giving the reasons why the leave request cannot be accommodated and suggest another date for the employee to start their leave within the next six months. CALC will never ask an employee to postpone leave to a later date if they then wouldn't be entitled to it because their child would be over 18, or to change the amount of leave they are requesting.

If an employee wants to take Parental Leave as soon as their baby is born or they adopt a child, they will need to write to the Chief Officer 21 days before the expected due/placement date. CALC will always accept these requests.

Holidays

Annual leave and bank holiday entitlement will continue to accrue while the employee is on Parental Leave.

Talk to the Chief Officer before the start of the Parental Leave about taking holidays either before or at the end of the leave period and agree dates with them.

Pensions

If you're a member of the CALC pension scheme (NEST), all pension contributions will stop during your Parental Leave.

Returning to work

Unless there's a business reorganisation – in which case CALC would consult with the employee about what this means for them – the employee will usually be able to come back to the same role and with the same terms and conditions of employment that they had before their Parental Leave.