



8. Parental Leave and Neonatal Leave

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Review Date: 24th October 2024

8.1 Parental Leave

8.1.1 Eligibility

After one year's service, employees are entitled to a maximum of 18 weeks' unpaid Parental Leave for each of their children under 18 years old. Where an employee adopts a child under the age of 18, he or she is entitled to Parental Leave during the five years after the adoption, or until the child's 18th birthday, whichever is earlier.

8.1.2 Taking Parental Leave

A maximum of four weeks' Parental Leave may be taken in any one year.

Parental Leave may only be taken in blocks of one complete week or more except in the case of parents of children with a disability who may take Parental Leave one day at a time.

Employees are permitted to take Parental Leave in non-consecutive blocks, provided the total leave taken in any one year does not exceed four weeks.

8.1.3 Notice Requirements

An employee is required to give the Company a minimum of 21 calendar days' notice in writing of his or her request to take Parental Leave.

The Company has the right to postpone Parental Leave for up to six months if the business would be unacceptably disrupted by the employee's absence. However, Parental Leave requested to take place immediately after the birth of a child may not be postponed provided that the employee has given 13 weeks' notice of his or her intention to take Parental Leave at this time.

8.2 Neonatal Leave and Pay

If an employee's child spends seven or more continuous days in neonatal care, the employee is entitled to up to **12 weeks of Neonatal Leave**, in addition to any other family-related leave entitlements.

Neonatal Leave will be paid in accordance with statutory provisions.

8.2. 1 Notice for Return to Work

Employees should provide notice of their intention to take Neonatal Leave as soon as possible. However, given the unpredictable nature of neonatal care, flexibility in notice will be accommodated where necessary.

8.3 Return to Work

Employees returning from Parental or Neonatal Leave are entitled to return to the same job. If this is not reasonably practicable, they will be offered a similar role on no less favourable terms and conditions.