



Shared Parental Leave Policy

Date:	12 December 2019
Version:	1.0
Review Date:	December 2022

Policy Information	
Policy Title	Shared Parental Leave Policy
Policy Number:	POL 068
Version	1.0
Policy Sponsor	Director of Business Support
Policy Owner	Human Resources Manager
Committee and date recommended for approval	Business Support 28 November 2019
Date approved by the Board	12 December 2019
Equality Screening Status	Screened: 19 November 2019
Date Rural Needs Impact Assessment Signed	19 November 2019
Date Policy Set For Review	December 2022 or earlier as required in line with legislative requirements
Related Policies	<ul style="list-style-type: none"> •Adoption Policy •Discretions Policy on Pension •Managing Attendance at Work Policy •Career Break Policy •Maternity Leave Policy •Parental Leave Policy •Paternity Leave Policy •Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI).

1. Introduction

- 1.1 The Shared Parental Leave Regulations 2014 enable eligible parents of children born or adopted on or after 5 April 2015 to share up to 50 weeks of the leave period and up to 37 weeks of the pay period.
- 1.2 The provisions of this Shared Parental Leave Policy apply to all staff who work for Libraries NI, including those working full-time and part-time on a permanent, temporary or fixed term basis as applicable to their terms and conditions of employment.
- 1.3 The policy and accompanying procedures have been subject to consultation and agreement with the Trade Union Side of the Negotiating Committee for Libraries NI. The policy and procedures will be reviewed with Trade Union Side after three years, or earlier if dictated by legislation.

2. Purpose

- 2.1 The purpose of the policy and accompanying procedure is to:
 - provide a clear framework and application process within which staff working for Libraries NI are expected to adhere to when applying for shared parental leave
 - ensure staff know the eligibility requirements for shared parental leave and staff have access to shared parental leave.

3. Policy

- 3.1 Libraries NI will:
 - inform employees and managers of the Libraries NI policy and procedures for shared parental leave
 - maintain information in a lawful manner and facilitate a consistent approach to ensure Libraries NI treat employees fairly, consistently in considering their application of parental leave.

4. Authority

4.1 Policy Sponsor

The Director of Business Support is the Policy Sponsor.

4.2 Policy Owner

The Human Resource Manager is the Policy Owner and is responsible for its regular review.

4.3 **Policy Contact**

Any member of staff who requires further information about the Shared Parental Leave Policy should contact the Human Resources Department.

5. **Related Documents**

Policies

- Adoption Leave Policy
- Discretions Policy on Pension
- Career Break Policy
- Managing Attendance at Work Policy
- Maternity Leave Policy
- Parental Leave Policy
- Paternity Leave Policy
- Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI).

Procedures

- Adoption Leave Procedures
- Maternity Leave Procedures
- Managing Attendance at Work Procedures
- Career Break Procedures
- Parental Leave Procedures
- Paternity Leave Procedures.

Guidelines

- Managing Annual Leave and Statutory Leave
- Domestic Leave
- Work/Life Balance
- My Options Guidelines.