

## Parental Leave Policy

Date: July 2023

Review Date: In line with legislative Requirements



<b>Policy Title</b>	Parental Leave Policy
<b>Policy Number:</b>	POL 064
<b>Version</b>	2.0
<b>Policy Sponsor</b>	HR Manager
<b>Policy Owner</b>	Director of Business Support
<b>Committee and date recommended for approval</b>	Business Support Committee 25 May 2023
<b>Date Approved by the Board</b>	6 July 2023
<b>Equality Screening Status</b>	4 October 2017 17 May 2023 (reviewed)
<b>Rural Needs Impact Assessment Status</b>	17 May 2023
<b>Date Set For Review</b>	In line with legislative requirements
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Managing Attendance at Work Policy</li> <li>• Discretions Policy on Pension</li> <li>• Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)</li> <li>• Adoption Leave Policy</li> <li>• Maternity Leave Policy</li> <li>• Paternity Leave Policy</li> <li>• Shared Parental Leave Policy</li> </ul>

## **1. INTRODUCTION**

- 1.1 This Parental Leave Policy has been developed in keeping with The Maternity and Parental Leave etc. (Amendment) Regulations (Northern Ireland) 2015.
- 1.2 The provisions of this 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 All periods of parental leave are unpaid.
- 1.4 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 when dictated by legislation.

## **2. PURPOSE**

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

## **3. POLICY**

- 3.1 Libraries NI will:
  - Inform employees and managers of the Libraries NI policy and procedures for 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 Parental Leave Policy should contact the Human Resources Department.

### 5. **RELATED DOCUMENTS**

#### 5.1 **Policies**

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

#### 5.2 **Procedures**

- Parental Leave Procedures
- Managing Attendance at Work Procedure
- Adoption Leave Procedures
- Maternity Leave Procedures
- Paternity Leave Procedures
- Shared Parental Leave Procedures

#### 5.3 **Guidelines**

- Managing Annual Leave and Statutory Leave
- Domestic Leave
- Work/life balance