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	Section:	STAF/143
<b>CORPORATE PROCEDURE</b>	Date:	Nov 2007
<b>PARENTAL LEAVE</b>	Issue:	One

**1 Objective and Scope**

1.1 To provide a procedure to ensure that employees can utilise their entitlement to unpaid parental leave as outlined in the Scheme of Special Leave and to provide the HR section with a mechanism for monitoring parental leave.

**2 Responsibility**

2.1 It is the responsibility of the employee to notify their Line Manager of their intention to take parental leave by submitting the appropriate paperwork within the specified time frames.

2.2 It is the responsibility of the Line Manager to authorise the impending leave, forwarding the paperwork to the HR Section.

2.3 It is the responsibility of the HR Section to complete the relevant payroll instructions advising Payroll of the commencement of the parental leave.

**3 Reference Documentation**

- Scheme of Special Leave
- Application for Parental Leave Form
- Memo – Advise Payroll of Parental Leave

**4. Procedure**

Employees who have completed one year’s continuous service are entitled to 13 weeks parental leave without pay and up to 18 weeks for parents of a disabled child.

The leave is available for each parent for each child under the age of 14 years (up to 18 for disabled children).

The employee will notify their Line Manager at least 21 days in advance, unless in an emergency situation, of their wish to apply for parental leave using the Application for Parental Leave Form.

The Line Manager will forward the authorised Application for Parental Leave Form to the HR Section.

The HR Section will notify payroll of the dates of parental leave by submitting Memo – Advise Payroll of Parental Leave.

**5. Amendment Details**

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