

Parental Leave Policy

1. Purpose

1.1 The purpose of this Policy is to set out the principles and the procedures governing the right to Parental Leave. This is the right to take unpaid time off work to look after a child or to make arrangements for the child's welfare.

1.2 Fleetwood Town Football Club is committed to remove and eliminate any direct or indirect discrimination of any form or kind within Fleetwood Town Football Club structures and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero-tolerance approach to discrimination, harassment, victimisation or bullying.

2. Scope

2.1 This policy applies to all employees of Fleetwood Town Football Club.

3. Entitlement

3.1 Employees are eligible for Parental Leave if they have had a baby, or adopted a child, and have completed one year's qualifying service with Fleetwood Town Football Club by the time they want to take the leave.

3.2 Employees can choose to take Parental Leave at any time, up until the child's 18th birthday.

3.3 Employees are entitled to 18 weeks in total for each child, and leave must be taken in blocks or multiples of one week. Where an employee has twins, each parent will be eligible for 18 weeks' leave for each child.

3.4 All part-time employees are eligible for Parental Leave on a pro rata basis. For example, an employee who works 3 days per week would be entitled to 54 days leave.

3.5 The exception to the above is that parents of disabled children can take leave in blocks or multiples of one day.

3.6 In all cases, a maximum of four weeks' Parental Leave in any period of 12 consecutive months can be taken in respect of any individual child.

3.7 Employees are guaranteed the right to return to the same job as before if the leave is for a period of 4 weeks or less. If leave is for a longer period, the employee is entitled to return to the same job, or if that is not reasonably practicable, a similar job which has the same or better status, terms and conditions as the old job.

4. Parental Leave after the Birth or Adoption of a Child



4.1 When an employee applies to take Parental Leave immediately after the birth or adoption of a child, Fleetwood Town Football Club cannot postpone the leave. As above, the employee is required to give 21 days' notice before the beginning of the expected week of childbirth. In the case of adoption, the employee is required to give 21 days' notice of the expected week of placement. In rare cases, where this is not possible, an adoptive parent should give the notice as soon as is reasonably practicable.

5. Procedure for taking Parental Leave

5.1 An 'Application for Parental Leave' form (see Appendix 1) must be submitted to your Manager and a copy forwarded to the Human Resources Department no later than 21 days prior to the commencement of your Parental Leave period.

5.2 In exceptional circumstances the notice period, and the maximum period of 4 weeks in any one year may be waived at the discretion of the Manager. An example of this could be where a child becomes dangerously ill.

6. Postponement of Parental Leave

6.1 A request for Parental Leave may be postponed for up to 6 months if the business of Fleetwood Town Football Club was to be disrupted if the leave were taken at the time requested.

6.2 In a situation where Parental leave is postponed, the Manager should discuss the matter with the employee and confirm the postponement arrangements in writing no later than 7 days after the employee's notice to take leave. The Manager should state the reason for the postponement, and set out the new dates of Parental Leave that have been agreed. The length of leave should be equivalent to the employee's original request.