**Parental leave policy**

Agreed by Board on 15.8.18

Date for next check: August 2020

This policy covers:

* maternity leave
* paternity leave
* adoption leave
* unpaid parental leave

There are laws about these types of parental leave.

If our policy gives you fewer rights than the law, we will treat you according to the law.

**Maternity leave**

We provide maternity leave and maternity pay in line with the law.

Please check the current law on the [www.gov.uk](http://www.gov.uk) website.

**Paternity leave**

We provide paternity leave and paternity pay in line with the law.

Please check the current law on the [www.gov.uk](http://www.gov.uk) website.

**Adoption leave**

We provide adoption leave and adoption pay in line with the law.

Please check the current law on the [www.gov.uk](http://www.gov.uk) website.

**Unpaid parental leave**

This applies if you have a child aged under 18.

You may have up to 4 weeks of unpaid parental leave each year for each of your children.

You may take this is individual days or whole weeks.

You must agree when you will take unpaid parental leave with your manager. If you give less than three weeks’ notice, your manager may not be able to agree to your request.

During your time with us, you may take a maximum of 18 weeks of unpaid parental leave for each of your children.

**Unpaid leave and your pension**

Taking unpaid leave can affect your pension contributions. If you would like to know how your unpaid leave period may affect your contributions, you can contact the organisation’s pension provider NEST on 0300 020 0090 or support@nestpensions.org.uk