

BRIDGES HULL
PARENTAL LEAVE POLICY

Employees with at least one year's continuous service are entitled to take parental leave if they are the parent of a child who is under 5 years old or if they have adopted a child under the age of 18. Employees may take a maximum of 13 weeks' parental leave.

The employee's right to take leave lasts until a child's 5th birthday or - in the case of adoption - until 5 years have elapsed following placement of the child with the parents. If the child is entitled to disability living allowance leave may be taken up to the child's 18th birthday.

Leave can be taken in blocks of one or two weeks (unless the child is disabled in which case leave may be taken in blocks of one day) and employees must give at least 21 days advance notice of their wish to take parental leave. Employees may only take four weeks' leave in any twelve month period and leave may be postponed by the Employer for up to six months where the Employer's affairs would be unduly disrupted. However, leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or is placed with the family for adoption.

Parental leave will be unpaid but the employee will remain employed while on parental leave. At the end of the period of parental leave the employee is entitled to go back to the same job.