

APPENDIX 11 – PATERNITY, PARENTAL AND ADOPTION LEAVE

This policy has been amended due to the new statutory entitlements resulting from the Work and Families (NI) Order 2006.

PATERNITY LEAVE

An employee shall be entitled, when appropriate, to paternity leave of ten working days with pay. This leave should be notified in advance to the employee's line manager and should be taken no later than one month following the birth of the child. The employee will also be allowed a reasonable period of time off with pay (up to four hours per trip, and up to six antenatal appointments) for attendance at antenatal clinics with their partner. This may be extended at the discretion of the Chief Executive in special circumstances.

PARENTAL LEAVE

NICVA will grant parental leave to mothers and fathers as follows:

- (1) An employee who has been continuously employed for one year and has or expects to have responsibility for a child is entitled to unpaid parental leave of thirteen weeks (normally up to four weeks in any one year) in respect of each child born or adopted. This right is extended to eighteen weeks where the child has a disability.
- (2) Employees must give a minimum of 21 days' notice of their intention to take parental leave. Should they wish to take longer than four weeks leave, the employee should apply in writing to the Chief Executive whose decision will be final. If the request is granted, the notice required will be equivalent to the leave requested. For example, six weeks absence will necessitate six weeks notice, rising to a maximum thirteen weeks notice for those wishing to take the full thirteen weeks entitlement as one period of leave.
- (3) Each parent is entitled to this leave in respect of each child up to their 5th birthday or their 18th birthday where the child is entitled to Disability Living Allowance. For adopted children, the entitlement is five years from the date of placement or up to the child's 18th birthday, whichever is earlier.
- (4) Parental Leave may be postponed by NICVA if approval would result in damage to the work of the organisation. However postponement cannot be longer than six months from the date on which the employee wished to start their leave.
- (5) The contract of employment will continue during parental leave therefore all contractual benefits will continue during leave, eg accrual of annual leave and pension contributions.

- (6) Any employee shall be entitled to special leave for the purposes of making arrangements to adopt a child. They shall apply to the Chief Executive for this leave and the period of leave shall be at the Chief Executive's discretion.

ADOPTION LEAVE

Requests for adoption leave are treated as if the employee is the natural parent. All such requests must be supported by documentation confirming the adoption. Provision for adoptive leave for both adopting parents will be equivalent to maternity and paternity provisions available to natural parents, the couple may decide which parent will take the maternity or paternity leave. Therefore, it may be necessary for the Human Resources Officer to liaise with the employer of the other parent to seek or provide written confirmation of the type of leave requested.

APPLICATION FOR PATERNITY LEAVE

Your dates for pay and leave

The baby is due on

If the baby has been born, please enter the actual date of birth and also give the date the baby was due in the above box

I would like my paternity pay and leave to start on (week one)

(week two)

Your declaration

Name:

Unit:

I declare that

- I am
 - the baby’s father, or
 - married to the mother, or
 - living with the mother in an enduring family relationship, but am not an immediate relative
- I have responsibility for the child’s upbringing
- I will take time off work to support the mother or care for the child.

Signature

FOR HR DEPARTMENT:

Date received:

Employee records update

Date to Finance Manager