



Ordinary Parental Leave Policy

1 Introduction

- 1.1 Ordinary Parental Leave is a statutory right to take time off work on an unpaid basis to look after a child or make arrangements for the child's welfare.
- 1.2 This Policy aims to support parents in balancing their work and family commitments.

2 Scope

- 2.1 This policy is applicable to all eligible employees . In order to be eligible an employee must have or expect to have legal parental responsibility for the child.
- 2.2 This means they must be named on one of the following:
 - the child's birth or adoption certificate
 - a parental order, for surrogacy
 - a legal guardianship
- 2.3 The University may ask the employee to produce evidence of parenthood or parental responsibility. This could be in the form of, for example, a full birth certificate, adoption papers or a document certifying that the child has been awarded disability living allowance.
- 2.4 This policy does not form part of any contract of employment and the University may amend it at any time.

3 Roles and Responsibilities

- 3.1 It is the responsibility of managers to review requests for Ordinary Parental Leave, communicate with employees appropriately and ensure that appropriate cover is in place where their employee take leave under this Policy.
- 3.2 It is the responsibility of employees to apply for Ordinary Parental Leave in accordance with this Policy, provide information as requested to confirm eligibility and work with their manager to ensure a handover of duties and effective communication in relation to the leave.

4 Provisions

- 4.1 Each parent can take 18 weeks unpaid Ordinary Parental Leave for each child during the first 18 years of the child's life. The leave should be used only for the purpose of caring for a child. This means that both parents can take 18 weeks leave for each child.
- 4.2 One week's parental leave is equal to the individual's contracted hours per week. This means that a week's leave for an employee who works Monday to Friday is equal to five days, while for an employee who works Mondays and Tuesdays only, a week's leave is equal to two days.
- 4.3 Ordinary Parental Leave will normally be taken in a minimum block of a week with a maximum of 4 weeks being taken in any one calendar year. However, requests for longer or shorter periods will be considered and the University will be as flexible as possible whilst ensuring that work is adequately covered during any period of absence. If the child has been awarded disability living allowance, leave may be taken as single days.
- 4.4 Requests may be postponed by a period of up to 6 months in cases where the University cannot cope with the loss of a particular individual, except for in cases where the leave has been requested immediately after childbirth or immediately after placement for adoption. However, this will only be invoked in exceptional circumstances where no other alternatives can be found.
- 4.5 In exceptional circumstances the University may grant parental leave over and above the 18 weeks statutory entitlement and this will be agreed on a case by case basis.

5 Conditions during Parental Leave

- 5.1 During Ordinary Parental leave:
- Normal terms and conditions of employment will apply (except for pay) and the member of staff will continue to accrue annual leave.
 - Employees and the University will continue to pay pension contributions.

- At the end of the leave, employees will be entitled to return to the same job, provided that the leave was for a period of four weeks or less (and did not follow on immediately from a period of maternity, adoption or shared parental leave).

6 Application

- 6.1 Wherever possible 21 calendar days' notice must be given to request Ordinary Parental Leave; however, the University accepts that this may not always be possible and will not unreasonably withhold leave that is requested with less than 21 calendar days' notice.
- 6.3 The manager will normally meet with the employee to discuss their request and confirm their decision within 10 working days via email.
- 6.4 If the leave is approved employees are required to notify People Services by completing the [Request Unpaid Parental Leave Form](#).
- 6.5 If the request is postponed (or in exceptional circumstances cases where more than four weeks leave is requested, rejected), the manager will confirm this decision and the reasons for it in writing.

7 Appeals

- 7.1 This policy provides employee with the right to appeal the decision of the manager within 10 working days of it being notified to them. The grounds of appeal should be put in writing to peopleleadersadvice@manchester.ac.uk .
- 7.2 A representative from the People team will identify an independent manager (not previously involved with the application) to review the application. They may request further information or evidence, and may wish to meet with the employee or the manager. The employee may be accompanied by either their Trade Union representative or a work place colleague at any meeting they are invited to attend.
- 7.3 The People representative will notify the employee the outcome of the appeal in writing within 20 working days of being asked to review the application. The decision will be final.

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