

Parental Leave Policy

1. Introduction and scope

This policy applies to all employees of NHBC, which includes part-time and fixed term employees. Contract workers who are self-employed and agency workers are not covered by this policy.

NHBC recognises the need for parental leave to be taken in a flexible manner and in line with statutory obligations to assist employees to fulfil their obligations as parents.

2. Policy aims

This policy aims to:

- ensure that all workers and managers are aware of NHBC's provisions for parental leave
- ensure that these provisions are in line with statutory obligations to comply with legislation.

3. Parental leave Entitlement

Parental leave applies to:

- full-time or part-time male or female employees with 1 year's qualifying service with NHBC, who have
- responsibility for the care of a child under 5 years of age, or, in the case of adoptive parents, until the fifth anniversary of the adoption.

Qualifying employees are entitled to take up to 13 weeks' unpaid parental leave per child with a maximum of four weeks to be taken in any rolling year. This leave must be taken in minimum block periods of one week. (unless the child is disabled – see Section 4)

The leave is in respect of each child for whom the employee has parental responsibility. For example, parents of triplets are entitled to 39 weeks (12 weeks in any rolling year) if they can afford to take the time off without payment.

The leave must be taken before the child's 5th birthday or the 5th anniversary of the adoption of the child.

Parental leave can be taken at the end of normal maternity, paternity or adoption leave.

4. Parents of disabled children

Special arrangements apply to natural and adoptive parents of disabled children. Parents of disabled children:

- can choose to take parental leave in blocks of one day or more rather than the minimum block of one week
- are given an extended period in which to take parental leave, up to the date of the child's 18th birthday
- can take above the maximum parental leave entitlement of four weeks each year
- are given an increased amount of parental leave entitlement from 13 to 18 weeks

In cases of parental leave, disability is defined as being in receipt of a disability living allowance for the child. NHBC may ask for formal papers confirming this entitlement.

5. Use of parental leave

Parental leave can only be taken to promote the well being of the child, to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments.

Any false claims for parental leave will be treated as misconduct under the NHBC Disciplinary Policy and Procedure.