



PARENTAL LEAVE POLICY AND PROCEDURE

NOVEMBER 2024

CONTENTS PAGE

1. [Introduction](#)
2. [Purpose](#)
3. [Scope](#)
4. [Status](#)
5. [Policy Owner](#)
6. [Policy](#)
 - 1.1 [Eligibility](#)
 - 6.2 [Entitlement](#)
 - 6.3 [Terms and conditions while on parental leave](#)
7. [Procedure](#)
8. [Records](#)
9. [Further Assistance](#)

1. INTRODUCTION

- 1.1 The Company is committed to supporting a positive work-life balance for all our employees and recognises that time with children is important. If you are eligible (see [below](#)), you can take 'ordinary' parental leave to care for your child - this may be to look after your child during school holidays, be with them when they are unwell, or enjoy more quality time with them. Time off for emergency situations is covered in the Company's Time Off for Dependant's Policy, which is available on [Lighthouse](#).
- 1.2 Our independent Employee Assistance helpline (EAP) may be able to help. It is a confidential service, available 24 hours a day, 7 days a week. They provide health and wellbeing support for employees during their employment. They can be contacted on freephone **01480 323323 (option 4)** and further details are available on [Lighthouse](#)

2. PURPOSE

- 2.1 This policy is designed to ensure that the Company:
- complies with relevant employment legislation;
 - follows best practice; and
 - signposts employees to sources of support.
- 2.2 It sets out the circumstances where employees, who have parental responsibilities, may take unpaid time off work to look after their children who are under 18.

3. SCOPE

- 3.1 This is a group level policy that applies to all employees of Anglian Water Group Limited and its subsidiaries (including but not limited to Alpheus Environmental Limited, AVH Parks Limited, TIDE Services Limited and AWG Group Limited) but excluding Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water Limited and Anglian Water Business (National) Limited).

4. STATUS

- 4.1 This policy/procedure is in line with statutory minimum requirements, is subject to regular review by the Company and is updated as appropriate.

5. POLICY OWNER

- 5.1 Head of Employee Relations.

6. POLICY

6.1 Eligibility

- 6.1.1 You are eligible to parental leave if the following apply:
- you have/expect to have parental responsibility for your child, which means you must be named on one of the following:
 - their birth/adoption certificate;
 - a parental order, for surrogacy; or

- a legal guardianship;
- you are not a foster parent (unless you have secured parental responsibility through the courts); AND
- the child is under 18 years old.

If you're a stepparent, you can also have parental responsibility if it's agreed by both biological parents.

6.2 Entitlement

6.2.1 If you are eligible you can take **unpaid** parental leave to look after your child's welfare, e.g. to:

- spend more time with your children;
- visit new schools;
- to settle your children into new childcare arrangements; and/or
- spend more time with your family, such as visiting grandparents.

6.2.2 If eligible you are entitled to 18 weeks' leave for **each** child, up to their 18th birthday. Parental leave that has been taken with previous employers will count towards this maximum entitlement. You can take the balance of your parental leave with our organisation. We will ask you about the amount of parental leave already taken for your child(ren) with your previous employers at the appropriate time.

6.2.3 Parental leave is limited to 4 weeks per year for each child. This leave must be taken in whole weeks rather than individual days (unless your child has a disability) but doesn't have to be taken all at once (i.e. up to 4 separate weeks can be taken over the year).

6.2.4 A 'week' is the length of time you normally work over 7 days.

6.2.5 Each year will run from when you first became entitled to take leave (i.e. when your child is born/placed).

6.3 Terms and conditions while on parental leave

6.3.1 Whilst on parental leave, you remain an employee and continue to be bound by the implied obligations of good faith, confidentiality, and you are not permitted to work for anyone else.

6.3.2 Where the leave is for a period of less than 4 weeks you are entitled to return to the same job as before.

6.3.3 Where the leave is for a period exceeding 4 weeks, (i.e. if taken in conjunction with annual leave or maternity/paternity leave) you are entitled to return to the same job, or, if it is not reasonably practicable, a similar job with no less favourable terms and conditions.

6.3.4 Annual leave will continue to accrue during parental leave. Annual bonus payments will be pro-rated for time off on parental leave in line with the scheme [rules](#).

7. PROCEDURE

- 7.1 **21 days prior to parental leave** – you **must** tell your Line Manager that you are intending to take parental leave and discuss and agree your parental leave dates.
- 7.2 You **must** book your parental leave dates on Workday for approval by your Line Manager and you **must** upload to Workday proof of the age of the child and your relationship with the child (i.e. copy birth certificate, adoption certificate, legal guardianship papers). Your Line Manager cannot authorise your leave without this proof.
- 7.3 Managers cannot refuse parental leave, but they can ask you to postpone parental leave. However, your leave can't be postponed if:
- your Line Manager doesn't have a 'significant reason', e.g. it would cause serious disruption to the business;
 - you are booking the leave as the father or partner immediately after the birth or adoption of your child; or
 - it means you would no longer qualify for parental leave, e.g. postponing it until after your child's 18th birthday.
- 7.4 If your leave is postponed, your Line Manager will write to you within 7 days of your request explaining why, suggesting a new start date (must be within 6 months of the requested start date). Your Line Manager cannot change the amount of leave being requested.

8. RECORDS

- 8.1 It is the Company's standard practice that all written correspondence will be sent by email. Where this is not possible (i.e. the employee does not have a Company email account), it will be sent by standard mail.
- 8.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).
- 8.3 Information about parental leave may be required by and shared with future employers where an employee changes job during eligibility.

9. FURTHER ASSISTANCE

- 9.1 Other types of leave may be available also to parents – please see [Lighthouse](#) for our Maternity Leave, Adoption Leave, Paternity Leave, and Time off for Dependants Policy and Procedures.
- 9.2 If you have other questions about this policy contact your [Employee Relations Manager/Advisor](#).
- 9.3 If you have questions about the Workday process contact PeopleSupport@anglianwater.co.uk.

LAST REVIEWED

November 2024