

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

23 May 2005

**To: Chief Executives
Council Members
MSO/TUSO**

Joint Negotiating Council Circular No. 120

Parental Leave Provision

The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed documentation relating to Parental Leave Provision which has taken account of recent legislative developments.

The Parental Leave Guidelines are attached as an appendix to this circular.


Management Side Secretary
J Curran


Trade Union Side Secretary
T Wright


Trade Union Side Secretary
L Kerr


Trade Union Side Secretary
A Elliott


Trade Union Side Secretary
A Gribben

APPLICATION / CERTIFICATION FOR PARENTAL LEAVE

Please note: parental leave (unpaid) is available to all employees who have or expect to have parental responsibilities.

Name: _____

Address: _____

Post held: _____ Location: _____

Please state your relationship with the child: _____

Date of birth of the child/children: _____

Date parental leave to commence: _____

Date parental leave to cease: _____

Are you in receipt of Disability Living Allowance? YES / NO

Are you a member of the pension scheme (NILGOSC)? YES / NO

If 'YES', and your parental leave extends beyond 30 days, do you wish to continue to pay pension contributions? YES / NO

I hereby certify that I am responsible for the child's upbringing, and I will be taking time off to support or care for the child.

Signature: _____

Date: _____

**Line Manager/Principal
Counter Signature:** _____

Date: _____

**Branch Library Manager
Counter Signature:** _____

Date: _____

(PLEASE SEE NOTES OVERLEAF)

PARENTAL LEAVE - NOTES OF GUIDANCE

Eligibility and Entitlement

Parental leave of 13 weeks (**unpaid**) is available to all employees who have or expect to have parental responsibilities. This entitlement is available to the biological parents; foster parents; adoptive parents prior to placement; grandparents with a significant parenting role; step-parents; and same sex partners.

The entitlement is extended to 18 weeks (**unpaid**) for employees who are receiving Disability Living Allowance (DLA) for a child for whom they are responsible.

Parental leave is available for the purposes of caring for a child:

- up to the age of 8, *or*
- in the case of adoption, for 8 years following placement for adoption or up to the age of 18, which ever is soonest, *or*
- up to the age of 18 for those employees who are receiving Disability Living Allowance (DLA) for a child for whom they are responsible.

Terms and Conditions

Parental leave may be taken:

- in blocks or multiples of a week up to 13 weeks, (18 weeks for a child with a disability) **but NOT more than 4 weeks in a twelve month period.**
- as a number of shorter periods of a minimum of a half day .

Notice:

Employees should give as much notice as possible, with a minimum of 7 days notice in writing before the day on which they propose to commence parental leave. Parental leave may be granted without notice only in special circumstances, and at the discretion of the board.

Postponement:

Every attempt will be made by the board to avoid postponement. Parental leave shall not be postponed for more than 3 months except in special circumstances

Continuous Service:

Parental leave taken will be treated as continuous service.

Sickness During Parental Leave:

Employees who are sick during a period of parental leave will be entitled to sick pay, provided they submit the relevant medical cover. This period of sickness shall not count towards the parental leave entitlement.

Pension Scheme:

Employees who are members of the pension scheme (NILGOSC) must pay pension contributions for the first 30 days of any period of unpaid leave.

Payment during the remaining period of unpaid leave is optional, and the board will require confirmation in writing if an employee wishes to continue paying contributions. Any period for which the employee does not pay will not count as pensionable service.

Please submit the completed application form PRL1 to your line manager / principal for authorisation, and then to human resources.

These notes are not intended as a full and definitive statement of parental rights or provisions. Please contact Human Resources (Tel 028) if you have any further enquiries.