



Procedures

Applying for Parental Leave
Part of Supporting Family Life Overarching Policy
(UK Campuses only)

October 2015 refreshed October 2021

HERIOT-WATT UNIVERSITY

**PARENTAL LEAVE PROCEDURES TO SUPPORT SUPPORTING FAMILY LIFE
OVERARCHING POLICY**

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1.	INTRODUCTION			
	This Procedure, which is part of the proposed Supporting Family Life suite of procedures, sets out guidance on • how to request and notify the University of your parental leave; • the time off; • keeping in touch; • and returning to or leaving the University at the end of your parental leave. This Procedure applies to employees in UK Campuses only. For information relating to Parental Bereavement Leave (paid time off on the loss of a child) please see the Parental Bereavement Leave Procedure on the HR Policy Web Page under Family Friendly Policies.			
2.	PROCEDURES PARENTAL LEAVE			
	Notification requirements You must give at least 21 days' notice in writing to your Head of School/Director of your intention to take unpaid parental leave. The Head of School/Director will reply to a request for parental leave within a time equal to the amount of leave requested. The University may postpone the leave for up to six months where work would be particularly disrupted if the leave was taken at the time requested by you. If this is the case, the Head of School/Director must give you written notice of the postponement, state the reason why the postponement is necessary, and suggest alternative dates for you to take an equivalent period of parental leave within the next six months. The notice of postponement must be given to you no more than seven days after receipt of your request. However, leave cannot be postponed when you give notice to take leave immediately after the time of the child's birth or the child's adoptive placement. Returning to Work You should return to work immediately after the end of your parental leave, unless you notify the University that you will be returning before this date, or you agree a further period of leave (e.g. annual leave) with the University prior to you commencing parental leave. Recording Parental Leave on Cloud ERP The HR Team will record your Parental Leave Absence on Cloud ERP.			
3.	PROCEDURES VERSION AND HISTORY			
	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 1.3 for approval	07.12.21015 Refreshed October 21	UE	Updated Procedure to reflect legislation and to link with new Supporting Family Life Overarching Policy Refreshed with up-to-date links