



This Policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

- 1.1 The purpose of parental leave is to allow staff time off work to look after a child or to make arrangements for a child's welfare. Parents can use it to spend more time with children and to achieve a better balance between work and family commitments. Parental leave is unpaid.
  - 1.2 The policy applies to all staff who have parental responsibility for a child (or children) and who have completed one year's service with the School at the time they want to take the leave. The entitlement applies regardless of type of contract, i.e. it applies to full-time and part-time staff, whether on fixed-term or without duration contracts. It does not apply to agency staff.
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- 2.1 The following provisions of the policy will apply in every case:
    - each parent is eligible for up to 18 weeks of unpaid parental leave for each child, until the child's 18<sup>th</sup> birthday;
    - staff will remain employed while on unpaid parental leave;
    - where parental leave is for a period of 4 weeks or less, the member of staff is entitled to return to the same job as before the parental leave period commenced. Where parental leave is longer than 4 weeks the member of staff has the right to return to the same job as before; or, if that is not practicable, to a similar job;
    - superannuation contributions will be suspended during periods of unpaid parental leave.
  - 2.2 Under the parental leave scheme staff can take leave in blocks of a week or multiples of a week. A week is based on their working pattern (i.e. for a part-time member of staff working 3 days a week, a week of parental leave equates to 3 working days).



member of staff to take parental leave. Such notice will be given no more than seven days after the parental leave request has been submitted.

2.12 The entitlement to parental leave occurs only once for each child, and crosses employment boundaries. A member of staff who has taken parental leave with another emnce 0 A/F2 12 Tf1 0 0 15yort50.00000887 0 0 leave with an