



Parental leave

If you have been working at the Council for more than a year, you can take **unpaid leave** to look after your child's welfare if they're under the age of 18. This can include time off to:

- spend more time with your children
- look at new schools
- settle children into new childcare arrangements

This is different to shared parental leave, which is designed to give parents more flexibility in how to share the care of a child during the first year.

If you need short-term, emergency leave to take care of a dependent, see dependency leave.

How do I organise my leave?

You should give your manager three weeks' notice and it should be in writing. If the request is agreed, your manager will confirm the arrangement with HR for payroll purposes.

What proof do I need?

When you apply, you may be asked to provide proof of:

- the child's date of birth
- your relationship to the child
- the child's entitlement to disability living allowance (if applicable)

How much leave can I take?

One parent can take a maximum of four weeks for each child, within a year. You must take parental leave as whole weeks (eg one week or two weeks) rather than individual days.

- [Learn more about parental leave entitlement on GOV.UK](#)

Malden Oaks



Investing in success

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8547 6711
020 8547 6660

Can parental leave be postponed by your manager?

Leave could be postponed if there would be serious disruption to the business.

Leave can't be postponed if:

- it's being taken immediately after the birth or adoption of a child
- it means you would no longer qualify for parental leave – eg postponing it until after the child's 18th birthday

If it's postponed, your manager will write explaining why (within seven days) and suggest a new start date.