

26 September 2019

**JS/19/75****Parental Leave and Flexible Working Applications**

Dear Colleague

The Joint Secretaries have been asked to issue advice on Parental Leave and Flexible Working Applications.

Following the introduction of the Employment Rights Act 1996 to allow all employees the right to apply for a better work/life balance, employers must give serious consideration to all applications for Flexible Working including from those occupying promoted posts.

No employee should automatically be turned down because they hold a leadership or guidance position. Due consideration should be given to alternative ways of working with the balance of the decision on trying to accommodate the employee wherever possible.

This will ensure that valuable and experienced employees are retained in education whilst acknowledging they may have other commitments and/or circumstances outside of their employment which do not allow them to work on a full-time basis.

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Tom Young (Employers' Side)  
Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**

**COSLA**  
Verity House  
19 Haymarket Yards  
EDINBURGH  
EH12 5BH  
T: 0131 474 9200  
F: 0131 474 9292  
E: tomy@cosla.gov.uk

**Teachers' Panel**  
46 Moray Place  
Edinburgh  
EH3 6BH  
T: 0131 225 6244  
E: lwilson@eis.org.uk

**Scottish Government Learning Directorate**  
2B North Victoria Quay  
Edinburgh  
EH6 6QQ  
T: 0131 2440230  
E: Stephanie.walsh@gov.scot