

**DUNDEE CITY COUNCIL - EDUCATION DEPARTMENT**

**PARENTAL LEAVE - TEACHING STAFF GUIDELINES  
SEPTEMBER 2007**

**Main Provisions**

Parental leave is an entitlement to unpaid leave which applies to any teacher who is a parent and who has at least one year's continuous service with this Council (or with an employer covered by the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999). The purpose of parental leave is to allow parents to take time off work to look after their child (or children) or to make arrangements for their child's (or children's) welfare.

Up to 4 weeks of parental leave can be taken in any calendar year up to an entitlement of 13 weeks in total for each child. The right to take parental leave continues until the child reaches 5 years of age, or in the case of adoption until 5 years elapse following placement. If the child is disabled (i.e. where disability living allowance is awarded), the entitlement is for 18 weeks in total for each child and the leave can be taken up until the child reaches 18 years of age.

Subject to the annual maximum described above, parental leave must be taken in blocks of complete weeks (i.e. one week, or two weeks, or three weeks etc). However, if the request is in respect of a disabled child, parental leave may be taken in blocks or multiples of single days.

**Applying to take Parental Leave**

Requests to take parental leave should be made in writing to the Headteacher (or Head of Establishment) giving at least 21 days' notice wherever possible. Responses to requests for parental leave will be provided no later than one week before the requested date of the commencement of leave.

Requests will be granted wherever possible. However, in circumstances where the absence would unduly disrupt the service, the Council may postpone leave for up to 6 months (although not in the case of leave requested following the birth or adoption of a child). Notification of any postponement arrangements will be issued to the teacher no later than a week following the date of the teacher's request for leave.

Proof of a child's age and/or status may be requested at the time of the initial request.

**Conditions of Service**

Teachers are entitled to return to their job following a period of parental leave. In addition, during periods of parental leave, terms and conditions of employment are unaffected with the exception of remuneration. However, specific advice should be sought from the Human Resources Section in the Education Department in respect of pension contributions during periods of leave, to avoid a possible break in pension service.