



**Report to: Personnel and General Purposes Sub-Committee, 15<sup>th</sup> July 2020**

**Report of: Head of People Services**

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**Subject: REVIEW OF UNPAID PARENTAL LEAVE - 2020**

**1. Recommendation**

**1.1 That the Sub-Committee approve the proposed amendments to the Parental Leave Procedure.**

**2. Background**

2.1 The Parental Leave Procedure was last reviewed in 2017 and as part of the Bi-annual policy review is due an update in 2020.

**3. Key Changes**

3.1 There are minor changes to the procedure in line with the .GOV and ACAS guidance including:

- There can be confusion with Paternity and Parental Leave and Shared Parental Leave so clearly titling the procedure "Unpaid Parental Leave" assists with clarity.
- Simplifying points in line with .GOV & ACAS for entitlements which are part of normal employment practice.
- Clarifying number of days requested on the request form to avoid any ambiguity.

**4. Implications**

4.1 Financial and Budgetary Implications

Parental Leave is unpaid and so employees using it can lead to slightly reduced employment costs, however because it is unpaid it is rarely used.

4.2 Legal and Governance Implications

Unpaid parental leave subject to the eligibility criteria described in the procedure is a legal entitlement.

4.3 Risk Implications

None

4.4 Corporate/Policy Implications

None

4.5 Equality Implications

None as all ACAS and .GOV guidance has been followed.

4.6 Human Resources Implications  
As above.

4.7 Health and Safety Implications  
None.

**Ward(s):** All  
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**Background Papers:** none