

**Purpose:**

Ordinary parental leave is for employees to take time off work to look after a child's welfare, this leave is normally unpaid, and is available for each child up to their 18th birthday.

**Scope:**

This policy applies to all employees with one year's completed service.

**University Statement:**

The University of Nottingham supports individuals in managing the commitments of family and working life.

The HR Department is available to give advice, guidance and information at any stage of the procedure.

The University of Nottingham's policies and procedures set out the rules and procedures for staff with a full list being available on the HR Pages of the website.

**Equality & Diversity:**

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination. Therefore staff and managers will apply and operate this guidance fairly and in doing so ensure that there is no discrimination on the grounds of age, disability, gender, gender reassignment, marital status, pregnancy and maternity, race, religious or political belief, sex, sexual orientation or trade union membership/activity.

**Definitions:**

Ordinary parental leave is available for employees to take time off work to look after a child's welfare, this leave is unpaid, and is available for each child up to their 18th birthday.

**References:**

There are other family policies and procedures which can be read in conjunction with this policy including; maternity leave, shared parental leave, adoption leave, paternity leave etc.,

**Date Published:**

October 2015

**Review Date:**

October 2017