

Issued: March 2023 Review: October 2027

This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

Version

1. Introduction

The Council operates a scheme for **unpaid parental leave** in regards to caring for a child for whom an employee has parental responsibility.

This guidance aims to set out as simply as possible the unpaid parental leave regulations which are available to employees and the Conditions which apply to them. Employees should read the following information carefully and complete and return the application form.

2. Scope

An employee's entitlement to unpaid parental leave commences on the birth date of the child, providing they have one year's continuous service at this date.

An employee is required to give **21 days notice** before unpaid parental leave commences, specifying beginning and end dates. This will allow their directorate time to make any temporary staffing arrangements, which may be necessary to cover their absence. In extenuating circumstances, a manager can agree to reduce the notice period.

An application for unpaid parental leave should be made in writing by completing the application form (PL1), and returning it to the employee's manager who will then forward the details to Organisational Development (OD) within the timescale mentioned above.

The child's original birth certificate/adoption matching certificate should be submitted with the initial application.

3. Eligibility under the Scheme

The child must be under 18 years of age.

An employee must have at least one years' continuous service in order to qualify for unpaid parental leave.

An employee must be named on the child's birth/adoption certificate or parental order.

An employee must have, or expect to have, responsibility for a child. Responsibility for a child covers:

- The mother of the child.
- The father of the child if married to the mother at the time of the birth .u08871 0 595.3

- **Pension**

- **Local Government Pension Scheme (LGPS) members**

If an employee takes unpaid Parental Leave, they won't build up LGPS pension during this period. However, an employee can choose to pay Additional Pension Contributions (APCs) to buy back 'lost' pension, when returning to work. Lost means the pension that they would have built up if they had been working normally during unpaid Parental Leave.

If an employee elects to pay APCs to buy back the lost pension within 30 days of returning to work, the cost is shared with the employer paying two thirds and the employee paying the remaining one third. If an employee elects after 30 days of returning to work to pay the APCs then the cost would not be shared.

An employee can find out how much it would cost to pay APCs on the following calculator:

www.lgpsmember.org/help-and-support/tools-and-calculators/buy-lost-pension-calculator/

An employee will need to enter their details including their 'Lost Pensionable Pay'. This is the pay that they would have received during any unpaid Parental Leave period if they had been working normally which can be obtained from the Payroll Team by emailing HRPayroll@blaenau-gwent.gov.uk. To pay APCs to buy back the lost pension, an application form within the calculator needs to be completed and returned to the Payroll Team.

For any further information, please contact the Pensions & Technical Officer in OD:

Email: Pensions@blaenau-gwent.gov.uk
Phone: (01495) 355170

- **Teachers Pension Scheme (TPS) members**

If an employee decides to take a longer break from work, after their contractual and statutory pay has expired, they will be deemed as being 'out of service'. They will be a deferred member of the TPS until they return to pensionable (active) service. This means they will not be entitled to TPS 'death in service' benefits should they die during the break.

- **Grievance Procedure**: If an employee feels that they have had a legitimate request for Parental Leave turned down, or that leave has been unjustifiably postponed, they should in the first instance try to resolve this with their manager. If this is unsuccessful please refer to the [Grievance Procedure](#).

PLEASE COMPLETE THIS FORM AND RETURN TO HRpayroll@blaenau-gwent.gov.uk

Full Name: