

# OUR PARENTAL LEAVE POLICY

## **WHO** is this policy for?

- Channel 4 employees
- Channel 4 managers
- This policy does **not** form part of any employee's contract of employment and we may amend it at any time

## **WHY** is this policy important?

### **Because some things are more important than work**

Here at Channel 4 we understand that there may come a time when you feel you need to dedicate some extra time to your child. It could be to care for them or make arrangements for their welfare. Either way, just let us know and we'll go from there.

## **WHAT** are the details of the policy?

### **Who's eligible for unpaid parental leave?**

- If you've completed one year's continuous service with Channel 4 by the time you'd like to take parental leave, and are the parent named on the child's birth or adoption certificate. Your responsibility must either be for a child under five years old or a disabled child under 18 years old

### **The amount of unpaid parental leave you can take**

- Up to 18 weeks' unpaid leave per child before the child's 5<sup>th</sup> birthday (if you have twins, it's 26 weeks) and 18 weeks up to the 18<sup>th</sup> birthday for a child in receipt of Disability Living Allowance

### **When can parental leave be taken and for how long?**

- This can be taken at any time within any given year in weekly blocks – the minimum is one week, the maximum is four weeks. For clarification's sake:
  - If you work part-time and your typical working week's three days, this would count as one week's parental leave
  - If you work full-time and only take three days of your weekly block, this will still be deemed as one week of your allowance

### **Channel 4 may refuse or postpone your request for parental leave**

- This may occur if your absence will cause severe disruption at work – that's unless a parent wants to take it immediately after the birth of a child, or an adoptive parent wants to take it straight after placement for adoption
- If Channel 4 wants to postpone your request, we'll tell you in writing within seven days of your request, explain the reasons why and provide you with new dates. Postponement will be kept to a minimum, be for no longer than six months, and a future date will be discussed and agreed with you

### **What happens to your benefits during your leave?**

- All contractual benefits continue to apply as normal during parental leave, except for your:

- Salary
- Pension – as leave's unpaid, deductions into this will stop as there's no salary to take this from. Employer contributions will also cease for this period. Your absence will not count towards pensionable service, unless you decide to pay back missed contributions when you return to work

## **HOW** do you now go about things?

### Here's who's responsible for what

- **Employees** for:
  - Completing our [Parental Leave Request Form](#), getting it approved by your manager or Head of Department, then giving it to HR at least 21 days before the start of your leave

## **WHERE** can you get related information?

- You may find the following policies helpful – our [Maternity Policy](#) and [Paternity Leave Policy](#)
- Here's our [Parental Leave Request Form](#)

Policy owner:  
Signed off by:  
Next review date:

On: / /