

Reference: IR716

Date issued: 17 October 2019

Parental leave

I am writing in response to your request for information below dated 20 September 2019 in which you requested information regarding parental leave.

For ease of reference, I have reproduced your question below and set out our corresponding response.

Could you please tell me what is your procedure on giving parental leave on (before the baby/child has arrived):

- 1 **1. Make [male]/female staff member saving [having]their own child?**
- 2 **2. Parents who adopt / foster (on a long term basis)?**

I am seeking what your procedure/policy is for speaking with staff member before arrival.

Is there a time prior to baby/child arrival or not.

We hold some information which matches the description of your questions above. This is information about our parental leave policy which is contained in our Employee Handbook and I attach an extract from the relevant chapter.

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely

Information Officer