Ensure you have read and are familiar with the details in the Parents policy.

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Check:** | | **When to do it** | **Done/ discussed** |
|  | Ensure your employee has a copy of the Parents policy, FAQs and Related Documents – Pay Elements and Glossary | As soon as possible. |  |
|  | Organise a meeting to discuss with your employee;   * When they want to start their leave * How long they want to take off work * Whether they have already taken any Unpaid Parental leave in the last 12 months | As soon as possible after receiving the request. |  |
|  | Check they have 12 months’ or more continuous NHS/NHSBT service | As soon as possible after receiving the request. |  |
|  | Whether they have taken any Unpaid Parental leave since their child was born or placed with them, if so how much | As soon as possible after receiving the request. |  |
|  | As they can only take up to 4 weeks within a 12 month period – check their current request will not take them over this | As soon as possible after receiving the request. |  |
|  | Check that the total amount taken (including any they are requesting) does not exceed equivalent of 18 weeks) | As soon as possible after receiving the request. |  |
|  | Consider if you can facilitate the time off when it’s requested for, if not agree a time when it can be facilitated (this must be within 6 months of the original requested start date) | As soon as possible after receiving the request. |  |
|  | If required you can ask for a copy of the child’s birth or placement certificate | As soon as possible after receiving the request. |  |
|  | Complete the time off via EASY using Special Leave, Unpaid. Parental Leave options | Prior to the start of the leave |  |

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