

University of Sussex

Parental Leave

NB Parental Leave is separate from the provisions for Shared Parental Leave, which can be shared between two eligible parents in the one-year period after the birth or adoption of their friendly policies

Aim

1. The University recognises the desire of parents of young children to take time to be with them at a formative stage in their lives; share the responsibility for child care; and that parents need to balance the demands of work and family life. In its arrangements for unpaid parental leave, the University seeks to address these desires while ensuring that it continues to operate effectively.

Eligibility

2. The University will grant to a member of staff who is a parent¹ whose child has not yet reached its eighteenth birthday, up to 18 weeks' unpaid leave. The entitlement applies separately in respect of each child (eg a parent of twins would be entitled to up to 36 weeks' leave); and where both parents

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5. The notice³ to be given by the member of staff of the intention to take leave will be twice that of the period of leave being requested, except that the minimum notice period will be one week, and as much notice as possible should be given to enable adequate arrangements to be made for cover. The notice to be given by a prospective parent or adoptive parent who wish to take leave at the time of, or straight after, the child's birth or adoption will be three months in advance of the expected date of childbirth or adopt
