



# A Guide to Partner, Parental, Special Leave

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## Introduction

This guidance document has been written to support the end to end business processes for Partner Leave (paid), Parental Leave (unpaid) and Special Leave (both paid and unpaid).

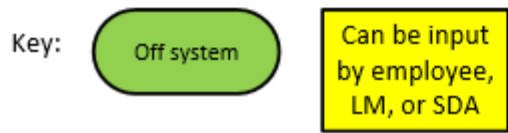
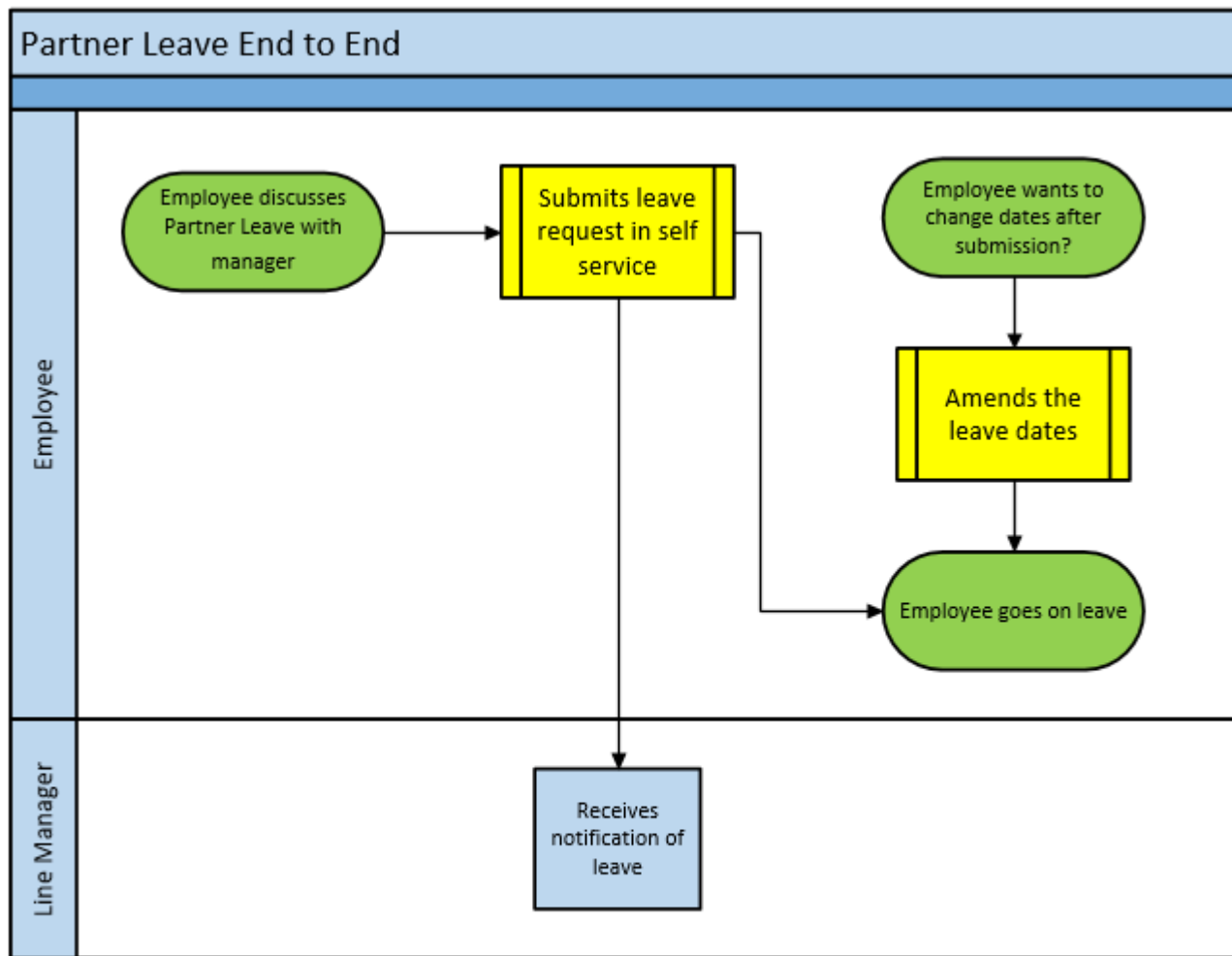
The guidance has been written by process with the key roles in mind. The responsibilities of a Line Manager and School or Department Administrator may vary between Colleges, Schools and Professional Service Group Departments. Line Managers should contact their local support team to understand the process and responsibilities within their own area.

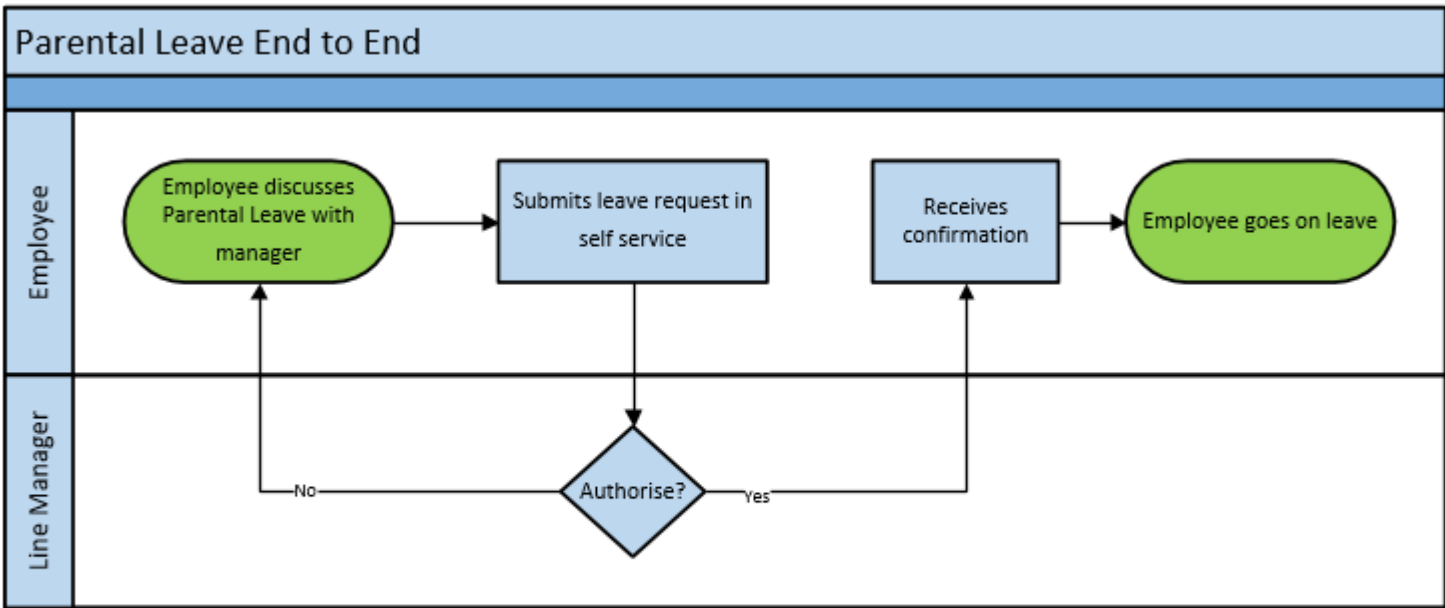
For example a School or Department Administrator could be performing tasks in the process of a Line Manager.

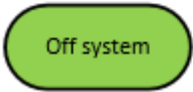
## Glossary

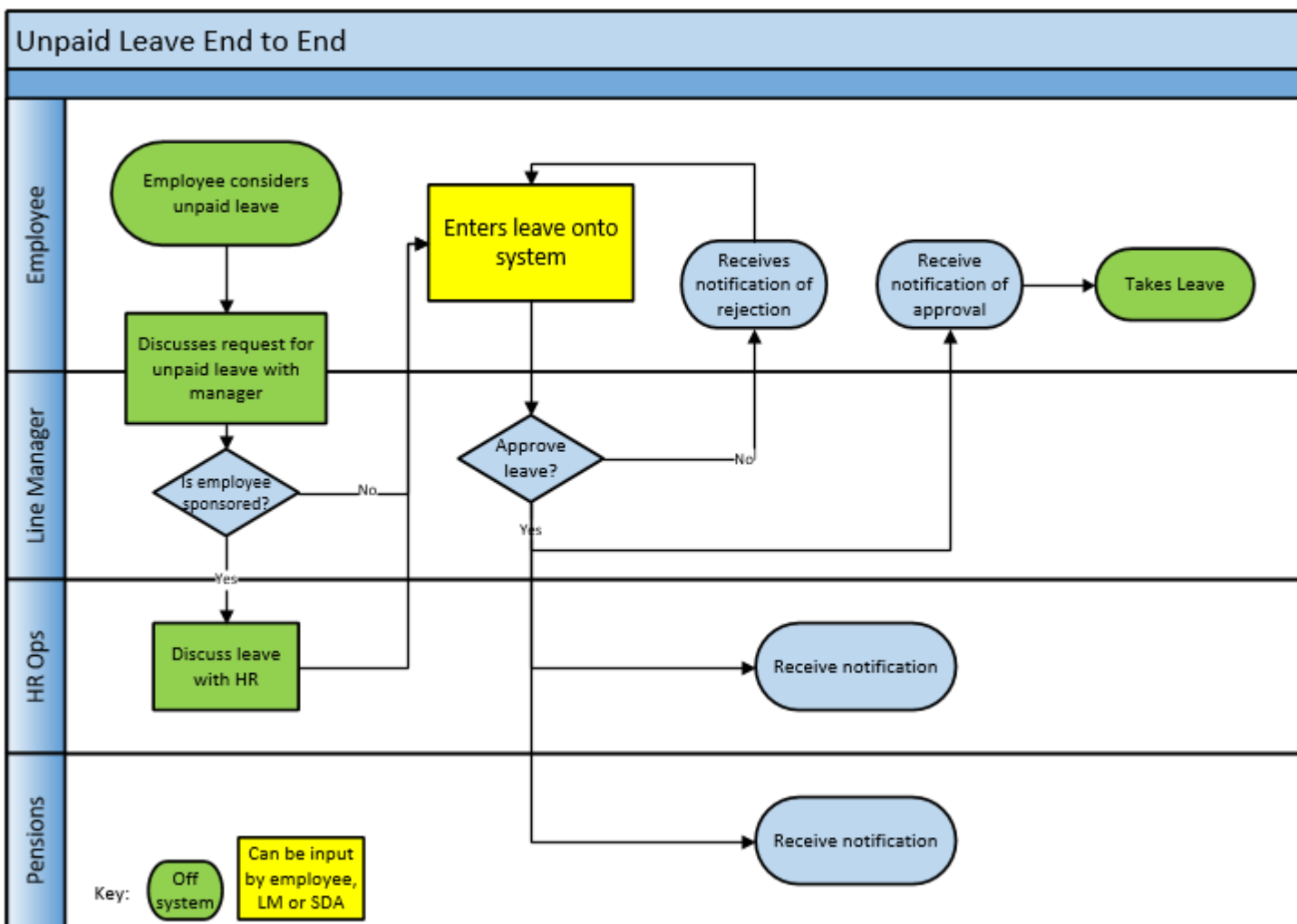
P&M	People and Money
SPL	Shared Parental Leave
ER	Employer
SDA	School/Department Administrator
Partner Leave (paid)	Paid leave available to an employee when they become a new parent.
Parental Leave (unpaid)	Unpaid leave, available to an employee to look after their child up to their 18 <sup>th</sup> birthday
Special Leave (paid and unpaid)	Available when an employee requires time off for other reasons that do not fall within the scope of other leave policies

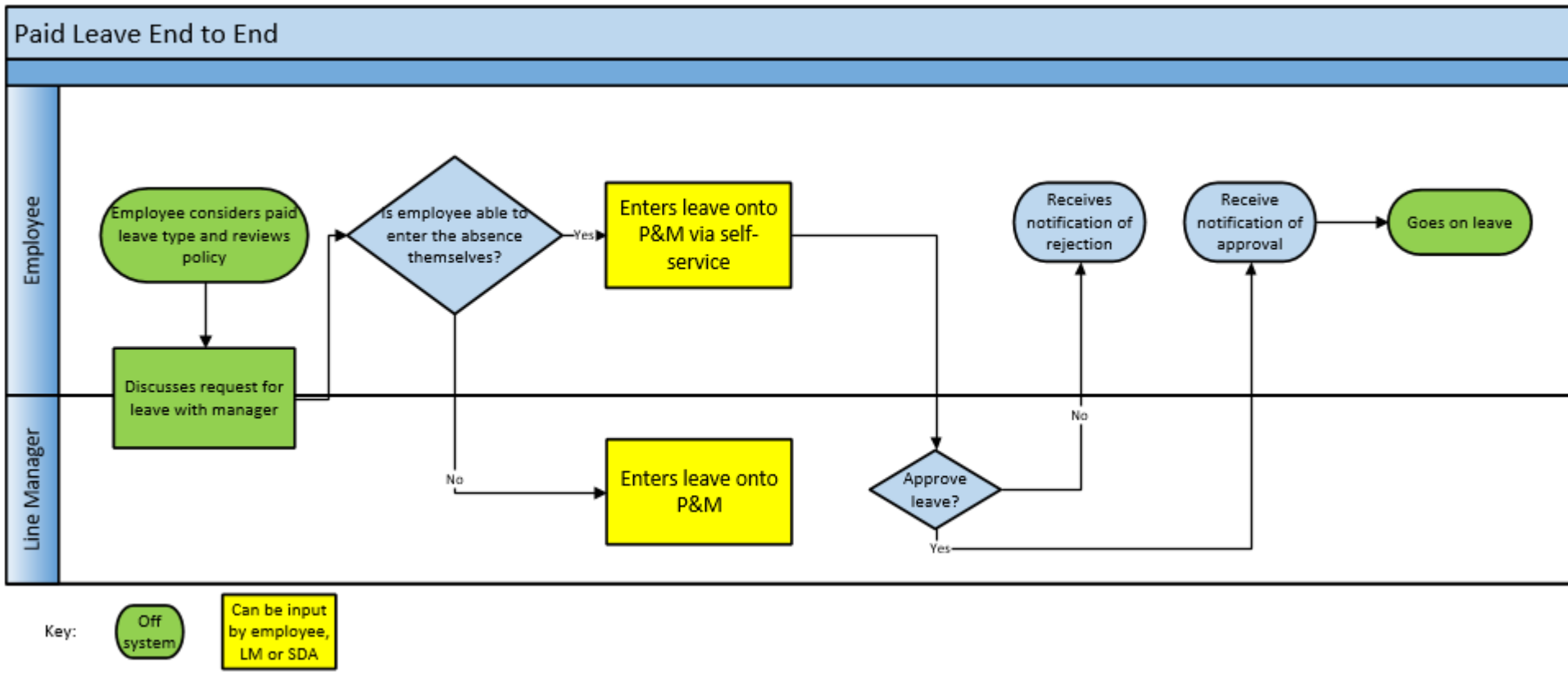
# End to End Process Maps





Key:  Off system





## Key Roles

Role	Description
<b>University of Edinburgh Employee</b>	All university members of staff will have access to record leave in P&M
<b>Line Manager</b>	All members of staff that have direct or matrix style management responsibilities for other members of university staff. Only direct line managers can record leave and not “dotted” line managers.
<b>School/Department Administrator (SDA)</b>	Some areas will appoint a designated person within the School or Department to which absence and leave can be reported to and recorded by.
<b>HR Operations</b>	HR Operations will be notified when leave is unpaid.
<b>Pensions</b>	Pensions will be notified when leave is unpaid.

## Before You Start

### Policies

Please read the appropriate [University Policy](#); Partner Leave (formerly Paternity Policy), Parental Leave or Special Leave, which apply to all employees of the University. These policies include information regarding eligibility, continuity of employment and requesting leave.

### Subsidiaries

Employees of subsidiary companies should refer to their own leave policies. Leave entitlement plans for colleagues in subsidiaries (Edinburgh Innovation, Edinburgh University Press and UoE Accommodation Ltd) have been built in the system.

### Leave Recording

All leave must be input into People and Money. Leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or School Department Administrator needs to input or amend the leave. The line manager(s) will receive a notification, and where necessary, HR Operations and Pensions will be notified.

Any existing absences, such as annual leave, that clash with the leave request must be withdrawn prior to processing the leave.

### Monitoring periods of leave

Line Managers, Senior Managers and School Department Administrators can monitor periods of leave via the Absence Dashboard in People and Money. Please follow the user guide '[How to view Absence Reports](#)' for further details.

There are a number of employees recorded as being on unpaid leave for extended periods of time. You can check which employees in your area are on extended unpaid leave by viewing the "Unpaid Leave" tab within the 'Absence Reports' on People and Money. Line Managers / SDA's should review this periodically to ensure that it is appropriate for employees to remain on unpaid leave and ensure that conversations are taking place regarding the individual returning to the workplace and how to manage accrued annual leave.

### Work Schedules

Work schedules in People and Money are critical since they underpin the operation of other functions, such as the annual leave requesting and recording process. Every assignment must have a work schedule and these are normally discussed and agreed on appointment or when there is a change in working hours/pattern or a flexible working request has been made.

## 1 – Partner Leave (paid)

Partner Leave is paid time off, available to an employee when they become a new parent and wish to support their partner immediately following the birth or adoption of their child. Employees and managers should refer to the [Partner Leave Policy](#).

Role\Process	Employee	Line Manager/SDA
<b>Antenatal Appointments or Adoption Placement Meetings</b>	<p>Employees can take paid time off to attend two antenatal appointments or adoption placement meetings. Employees should discuss with their manager the dates and times of any appointments they'd like to attend, so that they can consider whether this can be approved. It is helpful to give their manager as much notice as possible.</p> <p>The appointments/meetings must be entered into People and Money and the appointment card/letter attached (if appropriate).  <a href="#">P&amp;M user Guide - How to request other paid leave</a></p> <p>If they would like to attend more than two appointments with their partner then they will need to request time off as annual leave, time off in lieu or unpaid special leave.  <a href="#">P&amp;M User Guide – How to request, cancel and amend annual leave</a>  <a href="#">P&amp;M User Guide – Employee Guide to Special, Other and Unpaid Leave</a></p>	<p>The line manager will receive an email notification as well as a bell notification in their task list in People and Money alerting them to the request.</p> <p>All leave must be input into People and Money. Partner leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or SDA needs to input or amend the leave.</p>
<b>Requesting Partner Leave</b>	<p>Partner Leave must be requested through self-service in People and Money no later than 4 weeks before the baby is due to be born. An employee can take up to two weeks' paid partner leave which must be taken within the first year of their child being born or adopted. They can choose to take their leave as one two- week period, or as two separate weeks.</p> <p><a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a></p> <p>If the employee plans to take Shared Parental Leave they must take their Partner Leave first as the entitlement to partner leave ends when SPL starts. <a href="#">Guide to Shared Parental Leave</a></p>	<p><a href="#">P&amp;M User Guide – Line Manager SDA Guide to Family Leave</a></p> <p><a href="#">P&amp;M User Guide – How to view and approve or reject leave requests</a></p>
<b>Changing/Cancelling Leave</b>	<p>If the employee wishes to change or cancel the leave dates then this must be actioned in People and Money.</p>	



	<a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	
<b>Annual Leave</b>	The employee may wish to add annual leave to the beginning or end of their Partner Leave. This must be requested through People and Money. <a href="#">P&amp;M User Guide – How to request, cancel and amend annual leave</a>	
<b>Supporting Information</b> <a href="#">People and Money User Guides</a> <a href="#">Human Resources A-Z of Policies</a>		

## 2 – Parental Leave (unpaid)

Parental leave is unpaid time off, available to an employee to look after their child up to their 18<sup>th</sup> birthday. Employees and managers should refer to the [Parental Leave Policy](#).

Role\Process	Employee	Line Manager/SDA
<b>Requesting Parental Leave</b>	Employees must request leave through P&M at least 21 days' before the first day of leave. Unless the child is disabled, leave must be recorded in P&M as whole weeks even if only taking part of a week. If the child is disabled the leave can be taken and recorded as part weeks/single days. <a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	The line manager must discuss the leave requirements with the employee and ensure they are aware that periods of unpaid leave may impact their pension benefits and contributions.  The line manager will receive an email notification as well as a bell notification in their task list in People and Money alerting them of the request.
<b>Delaying Leave</b>	Managers will make every effort to approve, however if they are unable to agree to the dates for business reasons, the leave may be delayed. The employee will receive a notification. The original dates will need to be amended. <a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	The dates should be approved or can be delayed by suggesting a new start date. The request should <b>NOT</b> be rejected.  The line manager is responsible for monitoring leave requests from employees, in line with the University <a href="#">policy</a> .
<b>Changing/Cancelling Leave</b>	If the employee wishes to change or cancel the leave dates then this must be actioned in People and Money. <a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	<a href="#">P&amp;M User Guide – Line Manager SDA Guide to Family Leave</a>

<b>Supporting Information</b> <a href="#">People and Money User Guides</a> <a href="#">Human Resources A-Z of Policies</a>		

### 3 – Special Leave (paid and unpaid)

Special Leave may be available when an employee needs time off for reasons that do not fall within the scope of other leave policies. Employees and managers should refer to the [Special Leave Policy](#) to understand the types of leave available to deal with these different situations.

During periods of paid or unpaid special leave employees will continue to accrue their annual leave entitlement. Where **unpaid** leave has been for an extended period employees should be encouraged to use their accrued, but unused annual leave, before they return to work. They should only carry forward leave in exceptional circumstances, with the agreement of their line manager. If an employee is returning from an extended period of special leave and has accrued leave that they have not been able to take, their leave balance will require to be manually adjusted. Guidance on how to do this can be found in the [P&M User Guide – How to adjust balances](#). In areas where there is no SDA available to help with this, line managers can raise a service request to HR Operations who can do this.

For more information please refer to the [Special Leave Policy](#).

Role\Process	Employee	Line Manager/SDA	HR Operations	Pensions
<p><b>Requesting Special Leave</b></p>	<p>Employees must first read the Special Leave Policy and discuss their requirements with their manager.</p> <p>The amount of time off an employee can take, and whether leave is paid or unpaid, will depend on the type of leave requested (see Appendix I in the <a href="#">Special Leave Policy</a>).</p> <p>Special Leave must be requested through self-service in P&amp;M. <a href="#">P&amp;M User Guide – Employee Guide to Special Leave – Paid and Unpaid</a></p> <p><b>If the employee is a Sponsored Visa Holder they should note that they are, as part of their visa conditions, permitted to take up to four weeks' unpaid leave during a calendar year. If they take more time off on an unpaid basis, the University must cease to sponsor them.</b></p>	<p>The line manager must discuss the special leave requirements with the employee.</p> <p><b>As there are limits to the amount of unpaid leave for sponsored visa holders, all requests for unpaid leave from a sponsored visa holder should be discussed with HR Operations before proceeding with the process.</b></p> <p>The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them to the request. They will be required to approve or reject the request.</p> <p>If the manager can't approve the request, they should add comments to the rejected request, explaining the reasons why and suggest possible alternative options such as the use of Annual Leave, Emergency Time Off for Dependants or Flexible Working - please refer to the <a href="#">Leave and Absence Options</a> page for more information on the types of leave available. The manager should also keep a record of the decision offline.</p>		

<b>Paid to unpaid leave (see also unpaid special leave below)</b>	<p>For some types of special leave, paid leave may be available for a period of time, followed by a period of unpaid leave. In these situations, two periods of leave need to be requested in P&amp;M.</p> <p><a href="#">P&amp;M User Guide – Employee Guide to Special, Other and Unpaid Leave</a></p>			
<b>Unpaid Special Leave</b>	<p>If an employee takes unpaid special leave, they may not earn enough in a pay period to make their regular pension contributions. Depending on the length of your unpaid leave you may not earn enough in a pay period to receive non-cash benefits, such as voluntary benefits paid via salary sacrifice i.e childcare vouchers and cycle to work. If you have any questions regarding voluntary benefits you pay via salary sacrifice, you should contact HRHelpline@ed.ac.uk</p>	<p>Ensure the employee is aware that periods of unpaid leave may impact their pension benefits and contributions and non cash benefits</p> <p>If the school/department wants to continue to pay ER contributions during an employee’s period of unpaid leave, they should contact the Pensions Department.</p>	<p>HR ops will be notified of approved unpaid leave requests and will check to see if the employee is a sponsored visa holder. Periods of unpaid leave may need to be reported to the UKVI.</p> <p><a href="#">P&amp;M User Guide - HR Operations Guide to Unpaid Leave</a></p>	<p>Pensions will be notified of approved unpaid leave requests. The Pensions team will contact the employee directly if there are any pension implications that they should be aware of and will advise them of their options regarding their pension contributions.</p>
<b>Extended period of unpaid special leave abroad</b>	<p>When discussing their special leave with their manager, the employee should let them know if they are going abroad to work. The employee should read the <a href="#">Working Abroad webpages</a>.</p>	<p>Before agreeing to an employee going abroad to work for an extended period of time, the manager must read the <a href="#">Working Abroad webpages</a>.</p>		

<b>Changing/Cancelling Leave</b>	If the employee wishes to change or cancel the leave dates then this must be actioned in People and Money. Please refer to the <a href="#">P&amp;M User Guide – Employee Guide to Special, Other and Unpaid Leave</a>	The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them to the request. They will be required to re-approve or reject the cancellation or amendment.		
<b>Supporting Information</b> <a href="#">People and Money User Guides</a> <a href="#">Human Resources A-Z of Policies</a> <a href="#">Working Abroad webpages</a> <a href="#">Pensions webpages</a>				