ORDINARY PARENTAL LEAVE POLICY – helpful summary

Ordinary parental leave can be used by parents to take unpaid time off work to look after a child or to make arrangements for a child's welfare.

<http://www.gla.ac.uk/myglasgow/humanresources/all/worklife/leave/parental/>

Pros:

* An employee who meets the qualifying criteria will be entitled to up to 18 weeks' ordinary parental leave per child up until the child’s 18th birthday
* Where both parents are employed by the University, each parent is entitled to 18 weeks’ ordinary parental leave for each child
* Eligible employees can take up to four weeks’ ordinary parental leave in any 12 month period
* Ordinary parental leave can now be taken in single days, marked as unpaid leave. (Previously, this could only be taken in blocks or multiples of one week, except where the child has been awarded a disability living allowance.)

Cons:

* not receive pay, and superannuation payments will be suspended during this period
* not accrue annual leave entitlement and not be entitled to sick pay/leave
* Employees must normally give their line manager at least 21 days’ notice of the requested leave