



# Shared parental leave policy

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## Policy statement

1. ORR is committed to being a good modern employer and to offering people and family friendly employment policies that support business needs. This approach supports employee motivation and work life balance. It also helps retain talented employees.

## Purpose

2. Shared parental leave (SPL) is a statutory entitlement to flexible parental leave and pay, available to both parents on an equal basis. Legislative provisions to implement SPL are set out in the Children and Families Act 2014 and statutory instruments made under the powers in the Act.
3. SPL aims to:
  - allow working parents to share the care of their children
  - enable working fathers to take a more active role in caring for their children
  - reduce the gender bias that currently impacts on women's careers.
4. Where a woman and her partner meet the qualifying conditions for SPL, the woman can end her maternity leave and pay, or commit to ending it at a future date and share the untaken balance of maternity leave and pay as SPL and pay. For adoptive parents, the primary adopter will have to bring their adoption leave period to an end before they or their partner are entitled to SPL.

## Scope

5. This policy and related procedure apply to all employees who meet the eligibility criteria (length of service and economic activity) for SPL as set out in the shared parental leave procedure. Each parent will need to qualify for leave and pay in their own right. This policy applies to births where the expected week of childbirth begins on or after 5 April 2015 and to adoptions where a child is matched or placed for adoption on or after 5 April 2015.

## Policy principles

6. The following principles and values underpin this policy.
  - Protection – retained protection for pregnant women and mothers immediately before and after childbirth.
  - Flexibility – increased flexibility for employers and employees giving a choice on how employment and caring is shared between parents.
  - Simplicity – straightforward procedures, easy to access and manage.
  - Shared responsibility – a system more balanced between genders that allows negotiation of leave patterns between employer and working parents.

## General Data Protection Regulations and Data Protection Act 2018

7. Personal data collected as part of this policy will be processed in accordance with the ORR's Data Protection Policy, Privacy Notice and Records Retention schedule. The Privacy Notice explains what personal data ORR holds about you, how we collect it, and how we will use and may share information about you. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the ORR's security incident process immediately. It may also constitute a disciplinary offence, which will be dealt with under the ORR's disciplinary procedure.

## Further information

8. Further information and advice about SPL is available in the shared parental leave procedure, how to guides, frequently asked question.