



Parental leave policy

We realise how important family life is

There may be times when you need to take time off work to look after your children and we are keen to support you as much as we can with your childcare and family commitments.

Parental leave allows you to take planned, unpaid leave for this purpose and applies to all colleagues (for time off in an emergency, please refer to the Compassionate Leave & Emergency Time Off Policy).

Entitlement

To qualify for parental leave, you'll need at least one year's continuous service at the point you would like to take the leave and be the parent or have parental responsibility for a child.

The amount of leave you are entitled to take and by when depends on your parental status:

Parental status	Parental leave entitlement	Leave to be taken
Parent of a child	18 weeks' parental leave	By the child's 18 th birthday
Parent of a child entitled to Disability Living Allowance	18 weeks' parental leave	By the child's 18 th birthday
Adoptive parent of a child	18 weeks' parental leave	By the child's 18 th birthday
Adoptive parent of a child entitled to Disability Living Allowance	18 weeks' parental leave	By the child's 18 th birthday

The amount of weeks leave is per child, so in the case of twins or multiple births the number of weeks you are entitled to increases.

Points to note

- All parental leave is unpaid
- You should take your leave in one-week blocks or in single days if your child is disabled. One week's leave is equal to your usual working week.
- You can't take more than four weeks' leave for any one child in a 12-month period. The first 12-month period starts on the date you first become eligible for leave and then the anniversary of this date every year after.
- Any leave taken with a previous employer is taken into account and deducted from your remaining entitlement.
- Your manager can ask you to postpone your leave if they feel it may disrupt the business, but for no more than six months (unless you request it directly following childbirth or adoption in which case they can't ask you to postpone it).
- In serious personal circumstances where you may require more time off, please talk your line manager and HR contact.

Applying for parental leave

- Complete the Application for Parental Leave form, which can be found on the ITV Intranet and send it to your line manager at least 21 days before you want to take the leave. Your manager should let you know in writing within a week.
- You can take Parental Leave after the birth/adoption of your child as long as you give your manager 21 days' notice before the week you expect your child to be born/ placed with you.
- You can also use Parental Leave to extend maternity or adoption leave by up to four weeks.
- Copies of any correspondence about Parental Leave will be kept and may be passed on to future employers so they can track your entitlement.

During parental leave

- Other than pay, your terms and conditions of employment won't be affected.
- Your salary for the month in which you take parental leave will be adjusted to take into account the period which is unpaid. If you have any queries regarding your pay, please contact your divisional HR Services team member.
- You have the right to return to the same role when taking up to four weeks' parental leave.
- In exceptional circumstances we may agree to more than four weeks' continuous parental leave being taken and in this event you will have the right to return to the same position. If there is a reason why it is not reasonably practicable for you to return to the same role, you will be offered a comparable job on terms and conditions which are no less favourable than your original role.

If you have any questions about this policy, please contact your divisional HR Services team.