

Keeping **HR** Simple

Guide to Statutory Leave Entitlements

Introduction

An employee may be entitled to certain kinds of leave, depending on the circumstances and the reasons for requesting time off. The following tables give an overview of the different kinds of leave that may be available. **Requests for unpaid leave not fitting the circumstances below may not be automatically granted but should be considered.**

Statutory Paid Leave

Type of Leave	Who is eligible?	Comments
Holiday	All employees	Must follow holiday booking procedure Paid at usual rate
Sickness absence	All employees	Only applies if employee is sick (not anyone else in the family, for example) – statutory rates apply
Maternity and adoption leave	All employees who have or adopt a child	Entitlement to leave is automatic Minimum length of service required to qualify for paid leave (statutory rates apply) Up to 52 weeks may be taken
Paternity leave	All employees whose partner has a baby	Minimum length of service required One or two weeks may be taken Statutory rates apply
Shared parental leave (ShPL)	All employees who are having a baby	Specific arrangements which can allow parents to share leave when a child is born Statutory rates apply
Parental Bereavement Leave	All employees who lose a child under 18	Statutory rates apply

Keeping **HR** Simple

Unpaid leave

Type of Leave	Who is eligible?	Comments
Compassionate leave	All employees	Applies when a close family member dies or has a serious issue and urgently needs the employee's help (may be paid but only at Company's discretion)
Dependants' leave	All employees who have people who depend on them for care	For emergencies only One or two days taken at a time
Parental leave	All employees with children up to 18	Only for planned leave Must be requested in advance For 1 or 2 week blocks (not odd days) Max 4 weeks in a year Up to 18 weeks for each child Business may postpone parental leave if necessary