

Scope: All Staff	Effective Date: 1 April 2023	Responsible Dept: HROD	Equality Impact Assessment:
Last updated by/date: HROD Feb 2023	Next review date: April 2025	Associated links & web pages: Available on HROD intranet pages	

# Grandparents Leave Policy

## 1. Policy Statement

YSJ recognises and wishes to acknowledge the role that grandparents play in supporting their grandchildren. Grandparents leave is intended for grandparents to take up to two days paid leave per year from work to celebrate the birth/adoption of a grandchild.

YSJ recognises that the birth or adoption of a grandchild is a special moment in anyone's life. The policy is designed to recognise the role that grandparents play in their families and wider society.

The changing nature of working families mean that support for grandchildren is often needed and appreciated. This policy enables staff to help their children with their childcare responsibilities at a crucial time.

## 2. Aim and Scope

The policy applies to University employees, full and part time for all permanent and Fixed Term contract staff. Grandparents leave provides for two days paid leave on the birth/adoption of a grandchild to celebrate the birth and support children with childcare responsibilities. The policy recognises that working grandparents should have the opportunity to have two days paid leave per year and to help grandparents celebrate a special moment and play a role in their family from day one.

## 3. Entitlement

The employee is entitled to two days paid leave to celebrate the birth or adoption of a grandchild and must be taken within eight weeks of the birth/adoption of that grandchild. The leave can be taken in a block of two days, or as two separate days. Leave should be taken as close as possible to the birth/adoption of a grandchild.

## 4. Notification

The exact timing of the leave will need to be after the birth/adoption of a grandchild, but it is helpful if staff notify their line manager a few weeks in advance of when they are likely to want to take the leave so that managers are aware and can plan accordingly.

You can choose to start your leave:

- From the date of the child's birth or adoption or
- Up to eight weeks after the date of the child's birth/adoption

Requests for paid grandparents' leave should be made by completing the relevant form in OneUni, requiring manager approval.

The leave can be taken in a block of two days or can be taken as separate days. It can be combined with any annual leave requests.

Only two days leave is available to you irrespective of whether more than one child is born of the same pregnancy or more than one child is placed for adoption. However, an employee can make a request for subsequent pregnancies or adoptions.

## **5. Eligibility**

In order to qualify for grandparents' leave you must be the child's grandparent or step grandparent of the child.

Grandparents Leave is paid leave so all normal pay deductions and pension contributions continue.

## **6. Conditions of Service**

Continuous service continues to accrue whilst on grandparents' leave. All other normal conditions of employment continue throughout periods of grandparents' leave.