

## **Clergy Ordinary Parental Leave Policy**

### **1. About this Policy**

This policy sets out entitlements around clergy wishing to take time away from their ministry in connection with caring for their children. No one will be subjected to a detriment for exercising their right to take this leave or for seeking to do so.

This is a statement of policy and does not form part of clergy Statement of Particulars. We may amend this policy at any time at our discretion.

### **2. What is ordinary parental leave and who is eligible to take it?**

All clergy office holders are eligible to eighteen weeks of unpaid “ordinary” parental leave, to look after a child they have, who is under the age of eighteen. Up to four weeks may be taken in each year.

Ordinary parental leave is taken in whole weeks e.g., taking one day of parental leave will take one week of the eighteen-week entitlement. The exception to this is if your child is disabled.

Ordinary parental leave may be taken for a variety of reasons, from spending more time with children, to attending a school event, or visiting grandparents.

Parental leave is given for each child e.g., clergy with two children can take up to 36 weeks of Parental Leave.

The right to take parental leave is not dependent on tenure as an office holder.

### **3. Giving notice**

You should speak with your Incumbent/Bishop if you intend to take ordinary parental leave and offer as much notice as is practicable.

### **4. Rights during leave**

During a period of leave, all terms and conditions outlined in individual Statement of Particulars, except stipend payments, will continue. For example, housing, use of parish laptops, annual leave accrual, and pension contributions will continue as usual.

### **5. Data Protection (GDPR)**

When managing clergy ordinary parental leave, the Diocese processes personal data collected in accordance with its data protection/processing special categories of personal data policies. Data collected from the point that adoption is announced is held securely and accessed by, and disclosed to, individuals only for the purposes of managing adoption leave and pay. Inappropriate access or disclosure of data constitutes a data breach and should be reported in accordance with the Dioceses’ data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.