
SEARCH ASSOCIATES - HR POLICIES & PROCEDURES

PARENTAL LEAVE

Unpaid Parental Leave of 13 (or 18 if the child is disabled) weeks is granted to parents for the purpose of caring for a child.

Qualification

In order to qualify for parental leave, Search Associates must:

- be the parent of a child, or have acquired formal parenting responsibilities for a child, under 5 years (or 18 years if the child is disabled and in receipt of disability living allowance); or
- have adopted a child under 18 years

In addition, the parent must have one year's continuous service with the company in order to qualify.

The Right

Search Associates who qualify for Parental Leave are entitled to have a maximum of 13 (or 18 weeks if the child is disabled) weeks' leave per child. The leave must be taken prior to the child's 5th birthday (18 for a disabled child), or within 5 years from the date of the adoption up to the age of 18.

Leave may be taken in blocks of one week (or one day in the case of a disabled child), and a maximum of 4 weeks' leave is permitted in any one year. Leave taken with previous employers will count towards calculating the maximum entitlement.

Part-time Search Associates are permitted Parental Leave on a pro-rata basis.

Making a Request

Search Associates should put any requests in writing and must give the company at least 21 days notice of the dates on which he or she wishes leave to be taken.

The company reserves the right to postpone any requests for leave for a period of up to 6 months where there are business reasons for doing so. This right to postpone will not apply where the leave requested occurs at the time of the child's birth or adoption.

Other Matters

Note that the company may require a Search Associate to provide a birth or adoption certificate or other evidence of legal parental responsibilities or a child's entitlement to disability living allowance prior to leave being granted.

Any Search Associate who is identified as misusing this policy may be subject to disciplinary action.