

VIAMED Ltd

Company Personnel Manual

Section 6. Absence – Parental Leave

Under the provisions of the ErelA 1999, employees have the right to parental leave, as follows:

- a) Subject to them having one years service, all employee-parents of children born or adopted on or after 15th December 1999, are entitled to:
 - i) 13 weeks unpaid leave (proportionately reduced for part-timers) during the period to their child's fifth birthday (or for adopted children, to the fifth anniversary of the adoption or the child's 18th birthday, whichever occurs soonest).
 - ii) 13 weeks unpaid leave up to a disabled child's 18th birthday.
- b) Those wishing to take the leave must give at least 21 days notice of the required dates, although a member of management has the right to postpone the leave (for no more than 6 months) if business needs so require. Leave must be taken in blocks of one week, with part of a week, e.g. a single day, counting as one complete week. Thus, an employee, other than in respect of a disabled child, taking four individual days in four or more separate weeks, will use their whole years entitlement. In respect of a disabled child, the leave can be taken in days, which will count as days (i.e. not as a full week, as is the case for a child who is not disabled)
- c) The maximum leave to be taken within each year is limited to four weeks.
- d) Full employment rights will be preserved while parental leave is taken and parents have a right to return to the same job (or one that is broadly similar).