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**Southern Rock Adventures Ltd**

**Parental leave policy**

**Effective from 17 October 2008**

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## **1 Introduction**

1.1 You will qualify for parental leave if:

1.1.1 you have been employed by Southern Rock Adventures Ltd ("Southern Rock Adventures Ltd") for one year or more; or

1.1.2 your qualifying child was born or placed with you for adoption before 15 December 1999 and you have completed one years' service (between 15 December 1998 - 9 January 2002) with another employer with whom you were employed on 9 January 2002.

1.2 For each qualifying child you will qualify if:

your child is under five; or

your child is adopted and it is less than five years from the adoption date; or

your child is entitled to disability living allowance and is under 18.

AND:

you have responsibility for the child; and

you have worked for at least one year (including any time with any previous employer).

## **2 Pay**

2.1 Southern Rock Adventures Ltd will pay you for parental leave at the rate of 15% of your salary for a period of up to 13 week(s) in a 12-month period.

2.2 A maximum of four weeks' paid parental leave (in accordance with the provisions set out above) can be taken in a year for each child. This is subject to an overall maximum entitlement to parental leave of 13 weeks for the first 5 years of the child's life (18 weeks for parents of disabled children). While you are on parental leave, you will still accrue your statutory holiday entitlement.

2.3 As long as you take no more than four weeks' parental leave at any one time, you have the right to return to your position. If you take more than four weeks, or combine it with additional maternity leave, Southern Rock Adventures Ltd cannot guarantee that you can return to your original position. If the needs of the business mean that this is no longer feasible, e.g. your job becoming redundant, you will be offered a suitable vacancy where one exists with equally favourable conditions.

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### **3 When parental leave can be taken**

3.1 Parental leave may be taken by you within the following time periods:

3.1.1 If your child was born between 15 December 1994 and 14 December 1999 the leave can be taken up to 31 March 2005 (or in the case of adoption, up until the child's 18th birthday if that is sooner).

3.1.2 If your child was born on or after 15 December 1999:

you may take the leave at any time until your child's 5th birthday;

in the case of an adopted child up until 5 years after the child is first placed with your family; and

if your child has a disability up until the child's 18th birthday.

### **4 Arranging parental leave**

4.1 If you wish to take parental leave, you must give Southern Rock Adventures Ltd the greater of either 21 days' notice or twice the length of the leave you wish to take.

4.2 Before granting parental leave Southern Rock Adventures Ltd can ask you to prove:

4.2.1 your child's age; and

4.2.2 that you are responsible (or expected to be responsible) for that child; and

4.2.3 disability living allowance has been awarded for the child (if applicable); and

4.2.4 confirmation of adoption or date of placement (if applicable).

4.3 If taking leave at the time requested would unduly disrupt the business of Southern Rock Adventures Ltd, Southern Rock Adventures Ltd may postpone leave for up to six months from the date you have requested to take it, unless the leave is to be taken immediately after your child's birth (or adoption). If Southern Rock Adventures Ltd postpones your parental leave, you will be informed of the reasons in writing.

4.4 Giving misleading or false information to get parental leave is a serious matter and will be treated by Southern Rock Adventures Ltd as a disciplinary matter which may, in certain circumstances, constitute gross misconduct.

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## **5 While on parental leave**

- 5.1 While on parental leave, you are still bound by the provisions of your employment agreement, including any obligations on the use of confidential information owed to Southern Rock Adventures Ltd.