

## Parental Leave

Parental leave is unpaid leave available to members of staff **to spend more time with their children (or children for whom they have parental responsibility)**.

Eligible staff may take **up to six weeks parental leave (per child) in any one year, with a cumulative total of 18 weeks (per child) that can be taken up until the child's eighteenth birthday.**

Parental leave must be taken in 1-week blocks, or multiples of 1-week blocks; or where the child has a disability, parental leave can also be in single days.

*Click [here](#) for more information*

## Shared Parental Leave

This is the voluntary sharing of Maternity and Paternity leave and pay entitlement between parents following the birth or adoption of a child.

Additionally some staff may be entitled to Statutory Shared Parental Pay (ShPP), which must be taken between the baby's birth and first birthday (or within one year of adoption).

*Click [here](#) for more information*

## Paternity Leave

The University provides **enhanced ordinary paternity leave of 15 days full-time equivalent (within a specified period) on full pay** to eligible members of staff following the birth or adoption of a child.

*Click [here](#) for more information*

## Important:

This leaflet gives an overview of the various university policies associated with work-life balance.

Before making an application, staff should read the relevant policy in full to ensure they meet the criteria.

## What to do now:

Please click [here](#) to access the **University's Family-Friendly Policies.**

Click these links to contact your **HR Business Partner** or the Diversity and Inclusion Unit if you need further advice or information.

## Contact Details:

**Human Resources Department**  
Level 4, Administration Building  
[hr@qub.ac.uk](mailto:hr@qub.ac.uk)  
02890 973044

**Diversity and Inclusion Unit**  
Level 4, Administration Building  
w: [www.qub.ac.uk/diversity](http://www.qub.ac.uk/diversity)  
e: [qdiv@qub.ac.uk](mailto:qdiv@qub.ac.uk)  
t: 02890 973039



**QUEEN'S  
UNIVERSITY  
BELFAST**



**Work-Life  
Balance at  
Queen's  
University  
Belfast**

## Adoption Leave

A member of staff who is eligible for adoption leave may be entitled to **26 weeks ordinary adoption leave and up to 26 weeks additional adoption leave** (together a total of 52 weeks continuous adoption leave).

*Click [here](#) for more information*

## Career Break

The aim of the career break scheme is to facilitate, where practicable, members of staff who wish to take an unpaid break from their career. **This may be granted for a minimum of one and a maximum of three years.**

*Click [here](#) for more information*

## Dependant Leave (includes bereavement)

Dependant leave provides a member of staff with **an immediate, short-term, and limited period of time off to deal with unforeseen emergencies or crises relating to dependants**. It also provides the member of staff with time off to deal with the **death of a relative or dependant**.

*Click [here](#) for more information*

## Maternity Leave

A member of staff may take **26 weeks' ordinary maternity leave and up to 26 weeks additional maternity leave** (together a total of 52 weeks continuous maternity leave).

*Click [here](#) for more information*

## Maternity Pay

The University offers Enhanced Maternity Pay to entitled staff - **weeks 1-18 full pay, weeks 19-39 statutory maternity pay, and weeks 40-52 without pay.**

Eligibility rules apply please refer to the full policy for guidance.

*Click [here](#) for more information*

## Maternity Fund

The Maternity Fund provides extra financial support from central University funds to assist Departments in bringing in extra cover during periods of maternity or adoptive leave. The aim is to provide assurance and support to both the new parent and their colleagues.

**Line Managers can apply for funding to cover the first 18 weeks maternity or adoption leave as long as the period of leave is a minimum of 26 weeks.**

## Flexible Working

The University allows all eligible members of staff, **who have a minimum of 26 weeks service, the right to apply to work flexibly.**

This is to enable them to accommodate caring responsibilities, or to better balance work and home life.

Requests to work flexibly may include a change to hours worked, or an alternative working pattern.

Part-time and job-share working are examples of flexible-working opportunities accommodated by the University.

The University is committed to giving serious consideration to all requests and will refuse a request only where there are recognised business grounds for doing so.

Managers are encouraged to promote flexible working and develop flexible working arrangements which reflect the business needs of their unit and the needs of their staff.

*Click [here](#) for more information*