



**PGR PARENTAL LEAVE
POLICY FOR
RESEARCHERS
HOLDING
STUDENTSHIPS
AWARDED BY CITY,
UNIVERSITY OF LONDON**

DECEMBER 2021

Context

In this policy “you”, “your” and “yours” means a researcher registered for a postgraduate research degree awarded by City, University of London. “We”, “us” and “our” means City, University of London and, depending on context, staff and officers of City acting on its behalf.

This policy applies to all postgraduate research programmes leading to an award of City, University of London.

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where/if relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

PGR parental leave policy for researchers holding studentships awarded by City, University of London

1. Introduction

1. This policy applies to postgraduate researchers holding a studentship offered by City, University of London. If you are not in receipt of a studentship, please follow the Interruption of Studies policy available [here](#).
2. This policy should be read in conjunction with our Maternity, Paternity, Adoption and Student Parent guidance available [here](#). In the event of any conflict between the guidance and this policy, the statements in this policy should prevail.

2. Maternity Leave Maintenance Payments

2.1. General conditions of the policy

3. This policy applies to full-time and part-time postgraduate researchers.
4. The general qualifying criteria for maternity leave maintenance payments are:
 - a. Your expected week of childbirth¹ (EWC) occurs during the period of your award.
 - b. You have been in possession of the awarded studentship for 26 weeks at the 15th week before the expected week of childbirth.

2.2. Health and Safety

5. We acknowledge the importance of protecting students who are pregnant and breast-feeding as well as their children, including the unborn, from avoidable risk.
6. If you are engaged in work which may endanger your pregnancy or adversely affect breast feeding, arrangements will be made to protect both you and your child, having regard to statutory health and safety provisions.
7. In such cases, your supervisor and you will complete a risk assessment with them. Advice may be sought at the risk assessment stage, or later in the pregnancy, if necessary.

¹ Your EWC will be confirmed on your MATB1 form, which will be provided by your doctor or midwife at approximately the 20th week of your pregnancy

2.3. Maternity Leave Entitlement

8. You are entitled to 52 weeks of maternity leave if you meet the eligibility criteria stipulated in paragraph 4. There is no limit to the number of periods of Maternity Leave that can be taken during a studentship.
9. The earliest maternity leave can commence is the 11th week before the EWC.
10. As a minimum, you must take two weeks' Maternity Leave, commencing on the day childbirth occurs, except where your child is born before your EWC, when your Compulsory Maternity Leave starts on the day after the child is born. You can choose to return to your studies any time after the end of that two-week Maternity Leave period, up to the end of the full 52-week Maternity Leave period, subject to providing the necessary notice, if applicable. Further details regarding returning to your studies are set out at Section 2.5 below.
11. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part-time researchers.
12. The following 13 weeks should be paid at a level commensurate with statutory maternity pay (details of which can be accessed [here](#)). The final 13 weeks will be unpaid.

2.4. Notification of Pregnancy, and Intention to take Maternity Leave and Pay

13. You may notify us as early as you wish but no later than the 15th week before your EWC. The notification must be done as a request for an interruption of studies (via Research Manager) so that your record can be updated accordingly.
14. The request must include the following information:
 - a. that you are pregnant,
 - b. the EWC,
 - c. the date you intend to start maternity leave.
15. The notification above should be accompanied by a copy of your MATB1 form as an attachment.
16. Any interruption of studies granted for maternity leave does not count towards the maximum periods ordinarily allowable under the Interruption of Studies policy.

2.5. Returning to your studies

17. No notice of return to your studies is required, unless you intend to return before the end of the 52-week Maternity Leave period, or before/after any agreed date prior to the commencement of your leave.
18. Where you wish to return before the end of 52 weeks' Statutory Maternity Leave (or before or after a return date previously notified) you will need to request a resumption from interruption of studies via Research Manager
19. The notice must be provided at least two weeks before the new date you intend to return to work. This notice should be provided to your supervisory team and your course officer(s) in writing. This notice will provide time for us to prepare for your return, for example, relevant health and safety assessments, notify the Finance department to resume your studentship, etc.
20. The health and safety provisions mentioned in section 2.2 above may also apply on your return to your studies

2.6. Still Birth and Miscarriage

21. In the unfortunate event of a still birth or a miscarriage after 24 weeks of pregnancy, the same maternity leave provisions apply. For less than 24 weeks the normal sick leave arrangements apply.
22. In addition, in the event of the death of a child (aged under 18) or a stillbirth (from 24 weeks of pregnancy), a parent will be entitled to one or two weeks' paid Parental Bereavement Leave (paid at full stipend rate). This leave can be taken as two separate weeks or as a one-off block of two weeks – and must be taken within 56 weeks' of the death or still birth.
23. For support you can contact the Student Counselling, Mental Health and Accessibility Service. You can find information on the service [here](#).

2.7. Leaving City, University of London

24. Should you decide not to continue your postgraduate research programme following your maternity leave, you must request a withdrawal from your programme via Research Manager.

3. Partner Leave

3.1. General conditions of the policy

25. This policy applies to full-time and part-time postgraduate researchers.

26. You will be entitled to the Partner Leave and Pay provisions set out in sections 3.3 and 3.4 below where you meet the following criteria:

- a. You² and your partner are having a baby, adopting a child (up to the age of 16 years), or having a baby through a surrogacy arrangement,
- b. You are taking Partner Leave to look after the child or your partner; and,
- c. You have been in possession of the awarded studentship for 26 weeks at the 15th week before the expected week of childbirth (EWC), or by the end of the week in which you and your partner are notified that you have been matched with a child for adoption.
- d. You expect to have responsibility for the child's upbringing.

3.2. Partner Leave Entitlement

27. Where you meet the criteria set out in Section 3.1, you will be entitled to up to two weeks' Partner Leave. There is no limit to the number of periods of Partner Leave that can be taken during a studentship.

28. You may choose to start your Partner Leave:

- a. From the date of the baby's birth or placement of the child with you and your partner for adoption (whether this is earlier or later than expected); or,
- b. From a chosen number of days or weeks after the birth or placement of the child with you and your partner for adoption (whether this is earlier or later than expected); or

29. Partner Leave can start on any day of the week following the birth or placement for adoption, and must be completed:

- a. Within 56 days or the actual date of birth of the baby or date of placement of the child for adoption; or,
- b. If the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth.

30. Where you satisfy the criteria outlined in section 3.1 above, you will also be entitled to an extended period of unpaid partner leave (Extended Partner Leave), up to a maximum of 50 weeks, with your registration extended

² To be eligible for Partner Leave, you must be a biological parent who is not taking maternity leave, or the partner of a birth parent or a partner of the (intended) parent who has elected to take Adoption/Surrogacy Leave

accordingly. Unpaid partner leave must be completed within 12 months of the birth of the child.

3.3. Partner pay Entitlement

31. If you meet the criteria outlined in Section 3.1 above, you will be entitled to one or two weeks paid Partner Leave. Partner Leave will be paid at the full stipend rate, pro-rated as necessary for part-time researchers. Paid partner leave cannot start before the birth and must end within 56 days of the birth.
32. As outlined in paragraph 30, if you choose to take a period of Extended Partner Leave, that period of leave would be unpaid.

3.4. Notification of intention to take Partner Leave

33. If you wish to take Partner leave you must give notice by requesting an Interruption of Studies in Research Manager. This may be done as early as you wish but no later than the 15th week before the EWC.
34. You must attach evidence (your partner's certificate MAT B1) at the time of the request. As with maternity leave, such interruptions will not count towards the maximum periods ordinarily allowable under the Interruption of Studies policy.

3.5. Returning to your studies

35. If you take extended partner leave you must notify us via Resumption from Interruption of Studies in Research Manager 4 weeks in advance of the date you intend to return to your studies. This is to give the proper amount of time for the University to prepare for your return, for example, relevant health and safety assessments, notify the Finance department to resume your studentship, etc.

3.6. Still Birth and Miscarriage

36. In the unfortunate event of a still birth or a miscarriage after 24 weeks of your partner's pregnancy, the same partner leave provisions apply.
37. In addition, in the event of the death of a child (aged under 18) or a stillbirth (from 24 weeks of pregnancy), a parent will be entitled to one or two weeks' paid Parental Bereavement Leave (paid at full stipend rate). This leave can be taken as two separate weeks or as a one-off block of two weeks – and must be taken within 56 weeks of the death or still birth.
38. For support you can contact the Student Counselling, Mental Health and Accessibility Service, you can find information on the service [here](#).

3.7. Leaving City, University of London

39. Should you decide not to continue your postgraduate research programme following your partner leave, please complete the withdrawal from your programme via Research Manager.

4. Adoption Leave

40. Adoption leave should be granted on the same basis as maternity leave.

5. Shared Parental Leave

41. For shared parental leave the provisions on unpaid extended partner leave (paragraphs 30 and 32) apply.

6. Keeping in touch while you are on leave

42. You may wish to keep in touch with your supervisory team on a personal basis while you are on parental leave. However, no formal supervision can be received and no work should be undertaken on the research or the thesis during any Interruption of Study.

Policy Title	
PGR parental leave policy for researchers holding studentships awarded by City, University of London	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Quality and Academic Development, Student and Academic Services	City Doctoral College, Schools
Approving Body	Date of Approval
Senate, upon recommendation from Doctoral College Board of Studies	15 th December 2021
Last Reviewed	Review Due Date
	December 2024
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input type="checkbox"/>
Queries about this policy should be referred to	
QUAD@city.ac.uk Quality and Academic Development, Student and Academic Services	