

**PARENTAL LEAVE POLICY (“PLP”)**

1. For the purposes of this PLP, the phrase “parental leave” refers to leave taken by the main carer of a child following birth or adoption. This could be the mother, father or adoptive parent of any sex.
2. It is the aim of the PLP to:
  - a. Encourage Members following parental leave to return to Chambers and continue to build successful practices;
  - b. Prevent discrimination on the grounds of parental responsibility;
  - c. Encourage and support Members taking time off following the birth or adoption of a child without suffering financial hardship;
  - d. Comply with the requirements of the Handbook and accompanying guidelines.
3. This PLP is circulated to all members, clerks and staff all of whom are required to:
  - a. Read and understand the policy; and
  - b. Understand their role in relation to the policy.
4. Every Member of Chambers is entitled to return to Chambers within a period of one year after the birth or adoption of a child for whom they are the primary carer.
5. Chambers’ rent is payable in respect of all work done prior to, and during, the taking of a period of parental leave.
6. Following return to practice, a Member of Chambers taking a period of parental leave is entitled to a discount on Chambers’ rent during a period (“**the Discount Period**”) which will run from the date of the first instructions received after the date of return to Chambers as notified to the clerks under paragraphs 8 to 10 below. The level of discount and the length of the Discount Period shall be as follows:

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- a. The Discount Period shall begin no later than one year after the commencement of the period of parental leave, unless an alternative date is agreed with Chambers' management and clerks prior to the Member's return to Chambers.
  - b. Where the period of parental leave was 6 months or more, the Discount Period will be a 6 month period during which:
    - i. fees received from work undertaken in the first three months will be free of Chambers' rent; and
    - ii. fees received from work undertaken in the following three months will be at half the usual percentage.
  - c. Where the period of parental leave was less than 6 months, the Discount Period will be a period of the same length as the period of parental leave during which:
    - i. fees received from work undertaken in the first half of the Discount Period will be free of Chambers' rent; and
    - ii. fees received from work undertaken in the second half of the Discount Period will be at half the usual percentage.
7. Members of Chambers are required to notify Chambers' management and clerks of their intention to take a period of parental leave not less than 3 months before the commencement of the period of leave indicating the estimated commencement date of leave and likely date of return.
8. If a Member of Chambers wishes to take more than 6 months' parental leave he or she should notify Chambers' management and clerks not less than 4 weeks before the end of that period stating the estimated date on which he or she intends to return.
9. If a Member of Chambers wishes to take parental leave for a period longer than 12 months, this should be discussed with Chambers' management. If a Member of Chambers is absent from Chambers for more than 12 months without agreeing an extension with Chambers'



management, his or her automatic right to return to Chambers ceases unless such absence is due to consecutive births. Where membership ceases by virtue of this provision, a Member of Chambers can re-apply to Chambers in the usual way.

10. A Member of Chambers on parental leave is encouraged to maintain contact with Chambers.
11. Heads of Chambers will ensure that the Member is:
  - a. Offered opportunities to do appropriate work if this is requested;
  - b. Invited to training events, social occasions, marketing events and Chambers meeting;
  - c. Is consulted on any significant issues affecting the practice of Chambers; and
  - d. Receives assistance with the re-establishment of their practice on return to work, including (where requested) the arrangement of a 'practice meeting' with the relevant clerk within two weeks before the Member returns to work.
12. It is the policy of Chambers to enable parents to work reduced hours for a period of 6 months on return from parental leave. This should be discussed with Chambers' management and clerks on an individual basis.
13. If a Member of Chambers' partner gives birth to or adopts a child, and the Member of Chambers is not the main carer of the child, the Member of Chambers shall nonetheless be entitled to one month's absence from Chambers.
14. Any Member of Chambers who wishes to make a complaint regarding a breach of the PLP should follow Chambers' Complaints & Grievances Procedure.
15. At the date of this policy, Chambers' Equality and Diversity Officer is Lara Kuehl, who may be contact at [lara.kuehl@selbornechambers.co.uk](mailto:lara.kuehl@selbornechambers.co.uk) or 020 7420 9579. Lara Kuehl should be the point of contact for all queries regarding this policy.



16. This PLP was adopted on the date below and will be reviewed by Chambers' Equality and Diversity Officer in 12 months from that date.

Approved by the Board, 24 April 2019