

Future Leaders Programme Parental Leave Guidance



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1. Background to the Future Leader's Programme

The Future Leaders Programme in Yorkshire and the Humber is a flagship leadership programme that has been in existence for over 6 years. The Fellowship is a 12 month opportunity, aiming to develop the leadership skills of clinicians to allow them take up vital clinical leadership roles, perform these roles to an excellent standard, leading to improvements in health care. The programme is open to doctors and dentists in training, SAS doctors, allied health professionals (AHPs), nurses and pharmacists and accessible via a competitive interview process running on an annual basis.

Fellowships are normally a year in length and based around a project. This facilitates work-based learning and development and gives valuable outcomes for the department in which the Fellow is working. In addition to the project-based work, protected time is assigned to professional development and learning opportunities.

The Future Leaders Programme (FLP) enables the Leadership Fellows to:

- Gain practical and academic experience in clinical leadership from local experts
- Build a network of expert contacts with NHS leaders
- Enhance skills and competencies that are essential for future clinical leaders
- Develop competencies relevant to the domains defined in the Healthcare Leadership Model
- Develop and deliver a project that is relevant to specific local health needs
- Undertake a one-year postgraduate qualification with a leadership theme

2. Parental Leave Guidance

If a Fellow requires parental leave, then they should follow their employer's guidance for notification and planning of parental leave together with pay considerations. This guidance only covers the arrangements for the management of the Fellowship post and is not concerned with statutory and occupational leave processes and pay.

To allow for appropriate planning, the FLP team require notification of the intention to take parental leave by the 15th week prior to the expected due date of the baby. Fellows should complete the 'FLP Extension Request Form' available on the documents section of our website [here](#). This document will be shared with the specialty School (where the FL is a trainee).

If Fellows would find it helpful, a meeting with FLP faculty can be arranged to discuss options and any matters specific to their Fellowship or personal circumstances. This discussion

would focus solely on matters relating to the Fellowship. Any discussion regarding employer related issues should not be included and should be discussed with the Employer. This meeting is not compulsory and can be done prior to, or within 4 weeks of submitting the FLP Extension form.

3. Options for Fellows taking parental leave

When parental leave will affect the Fellowship year, it can be managed in the following ways:

3.1 Deferral: remain in training/substantive post and begin Fellowship at a later date

This would apply to Fellows due to begin the Fellowship after the 26th week of pregnancy or where parental leave is expected to begin within 12 weeks of beginning the Fellowship. In this circumstance the preferred option would be to defer the Fellowship to begin at a later date within 12 months of parental leave beginning.

The possibility of deferring the project should be discussed with the post supervisor to ensure this can be accommodated. The Fellow will be expected to lead these discussions but support from the FLP faculty will be offered.

3.2 Extension: take parental leave and return to fellowship

If the Fellow is due to commence parental leave between the 13th and 40th week of the Fellowship, then they may apply to take leave and return to the Fellowship following a maximum of 52 weeks of parental leave. If the Fellow wishes, it can be less than 52 weeks but not more. It is important to note that the extension will commence once the period of leave has ended; where a Fellow takes accrued annual leave upon return, this will count towards the time in post.

Fellows can apply to return full-time or part-time to their Fellowship. A minimum of 60% of full time would be required for those returning part time. If returning part-time the extension is not normally pro rata and the total number of weeks in post remains at 52.

3.3 Completion: take parental leave and return to training/substantive post

When parental leave is due to begin after the 40th week in post as a Leadership Fellow an extension would only be granted under exceptional circumstances. It is deemed that the learning and experience from the Fellowship can be achieved within this time scale and that a short period on return would not add significant additional development opportunity.

Fellows taking parental leave prior to the 41st week of the Fellowship may choose to curtail the Fellowship earlier should they wish to return to clinical practice following their parental leave.

4. Summary of parental leave options

| 52-week Future Leaders Programme Fellowship | | |
|---|--|--|
| Parental leave due to begin between | Parental leave due to begin between | Parental leave due to begin between |
| 1 - 12 weeks or later at Fellow choice | 13 - 40 weeks | 41 - 52 weeks or earlier at Fellows choice |
| Deferral | Extension | Completion |
| Remain in current clinical post. Start the Fellowship following parental leave in same or similar (mutually agreed) post. | Take parental leave of up to 52 weeks during Fellowship and return to programme. (return date should include accrued annual leave and is not pro-rata if returning LTFT) | Complete Fellowship before commencement of parental leave. Fellow to be supported in achieving desired PDP goals before Fellowship ends. |

5. Partner leave

If during the Fellowship a Fellow or their partner have a baby or adopt a child, they are entitled to partner leave which is entitled 'paternity leave' by statutory policies. This should be arranged through the employer in line with their guidance. No extension to the Fellowship will be offered in these circumstances but the FLP are fully supportive of Fellows taking this leave.

6. Shared Parental leave

The FLP fully support Fellows wishing to share parental leave and this will be treated in the same way as applications for parental leave as outlined in this document. If a Fellow is expecting to take shared parental leave, then they should inform the FLP team of their intentions using the 'FLP Extension Request Form'. If parents are wishing to share their parental leave this should be arranged through the employer according to their guidance.

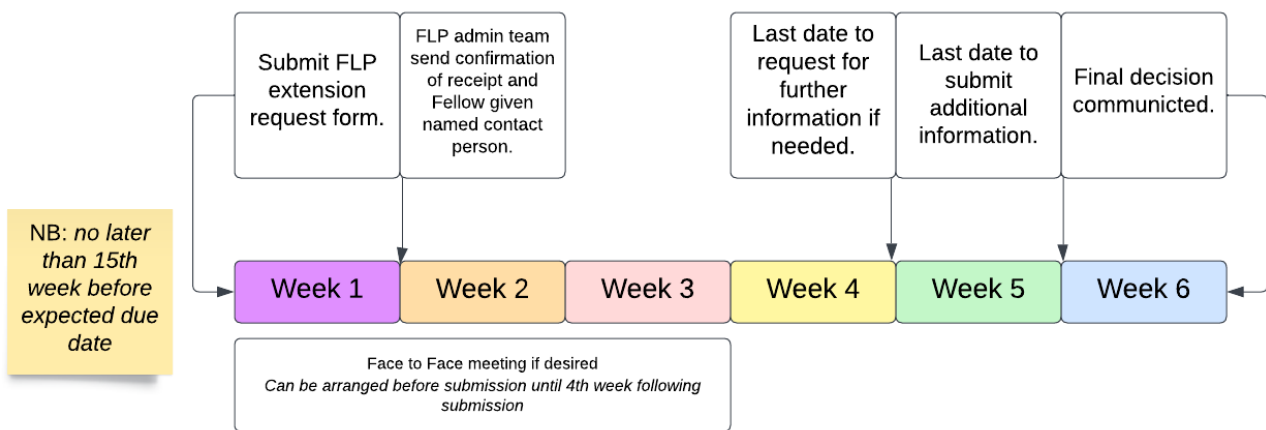
7. Administrative process & timeline

1. Following receipt of the extension application form, Fellow will be contacted by email to confirm receipt. This email will state a named person, with contact details, who can be

contacted should the Fellow have any concerns or wish to submit any additional information.

2. A voluntary face to face meeting is available upon request with a member of the FLP faculty. This can be an opportunity to understand more clearly the options above and to discuss any issues specific to your personal circumstances. Discussion in this meeting would be solely regarding options for the Fellowship and would not include any discussion on employment or health related matter, which should be taken up with the employer.

Timeline



8. Process flowchart

