

PARENTAL LEAVE

1. PURPOSE AND SCOPE

This policy reflects the statutory right of certain employees to take a period of parental leave. No one will be subject to a detriment for taking or seeking to take parental leave in accordance with this policy.

This policy applies to all employees.

This policy does not form part of any employees' terms and conditions of employment. Chambers reserves the right to amend this policy from time to time.

2. ENTITLEMENT

In order to qualify for parental leave you must have at least one year's continuous service. In addition you must be a named parent on the birth certificate, have adopted a child under the age of 18 years or otherwise have parental responsibility for a child under the age of 18 years, and be taking the leave to spend time with or otherwise care for the child.

If you qualify to take parental leave, you are entitled to take up to 13 weeks' unpaid leave in respect of each child for whom you are responsible. You must take parental leave before the child's 5th birthday. For adoptive parents or legal guardianships, the right to take leave shall last for five years from the date of adoption or when the guardianship has been granted. In the case of a disabled child unpaid leave of up to 18 weeks can be taken up to the child's 18th birthday.

Unless you are the parent of a disabled child, you can take a maximum of four weeks' parental leave in respect of a child in a calendar year and the leave must be taken in blocks of a minimum of one week. In cases of multiple births the entitlement is for each child. If Chambers employs both parents, each will be entitled to 13 weeks' parental leave, but both employees will not be granted parental leave at the same time.

Any parental leave taken with a previous employer will count towards your total entitlement. You must therefore notify Chambers of any parental leave taken with a previous employer.

3. NOTIFICATION REQUIREMENTS

If you wish to take parental leave you should set out your request in writing to the Chambers Administrator (or one of the Senior Clerks) at least 21 days prior to the date you wish to take the leave.

Chambers may require that you produce evidence of your eligibility under this policy.

4. POSTPONEMENT OF LEAVE

In circumstances where your absence from the business may be commercially damaging we may ask you to postpone a period of planned parental leave for up to six months. However, this will not apply if the planned leave is for immediately after the birth or adoption of the child or, in the case of a disabled or adopted child, if postponement would result in leave being taken after the child's 18th birthday. You will not lose your parental leave entitlement if, because of

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our postponement of such leave, the leave remains untaken on your child's 5th birthday (or on the 5th anniversary of the child's adoption placement if applicable).

5. TERMS AND CONDITIONS DURING PARENTAL LEAVE

Your contractual provisions relating to pay and benefits shall be suspended during any period of statutory parental leave. You will, however, remain bound by the ongoing terms of your contract including, without limitation, the obligation of good faith towards Chambers, any contractual terms relating for giving of notice, disciplinary/grievance procedures and the disclosure of confidential information.

6. RETURN TO WORK

You are normally entitled to return to work following statutory parental leave to the same position you had before commencing leave. Your terms of employment will be the same as they would have been had you not been absent. However, if it is not possible for us to allow you to return to the same job as your period of parental leave has been longer than 4 weeks, or has been combined with a period of additional maternity, paternity or adoption leave, we will offer you a suitable and appropriate alternative position. These return to work provisions may not apply if there has been a redundancy situation in your absence.

7. ABUSE OF THIS POLICY

If you take a period of parental leave under this policy for purposes other than spending time with or otherwise caring for your child this would be dealt with in a disciplinary issue under Chambers' disciplinary procedure.