

## **LSE Parental Leave Policy for Research Degree Students (MPhil and PhD)**

LSE is committed to supporting research students requiring parental leave and the following guidance has been prepared in accordance with Research Council guidelines and LSE Policy.

This covers:

- Maternity Leave
- Paternity/Partner Leave
- Shared Parental Leave

This guidance does not cover arrangements for additional caring responsibilities. Guidance should be sought from the PhD Academy on options where this applies.

### **Student Responsibilities**

- Postgraduate Research Students should confirm plans for parental leave with their Academic Departments (Supervisor and Doctoral Programme Director) and the PhD Academy at least before the end of the 15<sup>th</sup> week prior to the expected week of childbirth.
- Students are responsible for making appropriate arrangements with their supervisor and/or department regarding contact during periods of parental leave and preparations for return to study.
- Students funded by Research Councils or LSE Studentships must contact the Financial Support Office to advise of plans for parental leave and seek advice on options relating to paid leave.
- Students in the UK on a visa are responsible for ensuring they are aware of visa conditions which may apply. Advice on this is available from the International Student Visa Advice Team (ISVAT).

### **School Responsibilities**

- The School is responsible for ensuring that appropriate leave is available to students in accordance with LSE policy.
- The School is responsible for providing advice and guidance on options available to students and conditions which may apply (for Tier 4 and funded students).
- The School is responsible for ensuring appropriate arrangements and support are in place for the period of parental leave and preparations for return to study.

### **Maternity Leave**

- Subject to any shared parental leave arrangements, up to 52 weeks of maternity leave may be taken.
- Students taking maternity leave should apply for a period of interruption to the PhD Academy and provide a copy of the following:
  - Child's birth certificate; or
  - MATB1 form; or
  - Child's adoption certificate.
- Funded parental leave is available to all fully-funded LSE PhD scholars and Research Council funded students, in accordance with Research Council Guidelines. Students must contact the Financial Support Office for guidance on eligibility for paid maternity leave
- Visa conditions may apply for students sponsored for a Tier 4 study visa. Students must contact the International Student Visa Advice Team (ISVAT) for advice on plans for parental leave.

## **Paternity/Partner Leave**

- Up to ten working days (pro-rata for part-time students) may be taken before and around the time of childbirth or adoptions, or within a reasonable time afterwards up to eight weeks after the child is born or the date of placement.
- This is paid Leave for Research Council or LSE Scholarship funded students at full-stipend. The Financial Support Office will advise on this.
- This does not provide an extension to the submission deadline of the thesis.
- This involves no visa restrictions for Tier 4 students but the PhD Academy must be informed of the arrangement.

## **Shared Parental Leave**

- For students not in receipt of LSE Scholarship or Research Council funding a period of interruption of studies can be applied for via the PhD Academy
  - Up to 50 weeks of shared parental leave may be taken between both parents subject to the eligibility for shared parental leave of the mother or primary adopter
  - The PhD Academy will require submission of the following documentation:
    - Interruption application form
    - Copy of one of
      - Child's Birth Certificate; or
      - MATB1 form; or
      - Child's adoption Certificate
    - Confirmation of eligibility of the mother or primary adopter
    - Confirmation of shared parental leave arrangements for both partners.
- For students in receipt of LSE Scholarship or Research Council Funding a period of funded shared parental leave is available in accordance with Research Council Guidance and subject to the eligibility for shared parental leave of the mother or primary adopter.
  - Up to 50 weeks of shared parental leave is available in addition to the two weeks initial compulsory leave for the mother.
  - This may involve periods of paid and unpaid leave depending on the arrangements.
  - Up to 24 weeks of shared parental leave may be taken as paid leave in addition to the two weeks of compulsory maternity leave. This maximum period of 26 weeks fully paid leave to be shared between both partners (eg. If your partner is taking 14 weeks paid leave the maximum period of paid leave available to you will be 12 weeks).
  - The following 13 weeks should be paid at a level commensurate with employee entitlements to Statutory Maternity Pay (SMP).
  - The final 13 weeks are not paid.
- Students in receipt of Research Council funding or an LSE Studentship must contact the Financial Support Office for eligibility and requirements for paid leave.
- Visa conditions may apply for students sponsored for a Tier 4 study visa. Students must contact the International Student Visa Advice Team (ISVAT) for advice on plans for parental leave.

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