Parental Leave Policy
(Reviewed in May 2025. For review in or before May 2027.)

Note
For all employees, whether in the UK, Lebanon, Jordan or elsewhere, Seenaryo's family friendly policies satisfy the local statutory policies, but also provide an enhanced additional contribution. The financial and time provision for all Seenaryo employees is the same, regardless of their country of residence or the level of support provided by their government.

As far as possible, Seenaryo aims to provide equitable benefits for all staff, even if this means that the cost to the organisation per staff member varies depending on the provision of their national government.

Parental Leave
The Parental Leave policy sets out the support available to employees with children aged under 18 years.

The employee is entitled to unpaid parental leave of a maximum of 18 weeks for each child. The employee has the right to return to the same job or (if more than four weeks' leave is taken in one block) to a similar job with the same or better terms and conditions.

Entitlement
If the employee has been in Seenaryo's employment continuously for one year the employee is entitled to parental leave, provided the employee expects to have responsibility (i.e. parental responsibility) for a child. The leave should be taken before the child's 18th birthday.
Both natural and adoptive parents may exercise these rights.

Before taking parental leave
As soon as practicable after the employee has notified Seenaryo that the employee intends to take parental leave, arrangements will be made for the employee to meet with the Co-Directors. This will be an informal interview, the purpose of which is to confirm they understand their rights to parental leave, the requirements to give appropriate notice, the right to return to work to discuss the arrangements for cover and that they are aware that the leave is unpaid.

Notice
Once the employee has given Seenaryo notice of their intention to take parental leave, the employee must comply with any request to produce evidence of their entitlement. Leave must be taken in blocks of one week. If the child qualifies for a disability living allowance, however, the leave can be taken as single days or multiples of a day.

The notice given must specify their intention to take parental leave and the dates on which the period of leave is to begin and end.

Notice must be given 21 days before the date on which the leave is to begin. The employee may not take more than four weeks' leave in respect of an individual child during a particular year.

If the operation of the business will be unduly disrupted by the parental leave, it may be postponed if absolutely necessary.

The type of evidence that Seenaryo may request should show:

their responsibility or expected responsibility for the child in respect of whom the employee propose to take parental leave
the child's date of birth, or in the case of a child who was placed with the employee for adoption, the date on which the placement began

AND

where their entitlement depends on whether the child is entitled to disability living allowance (i.e. if the employee wish to take parental leave for a period of less than one week), the child's entitlement to that allowance.

No request will be made by Seenaryo unless it is reasonable.

Returning to work

If the period of leave is four weeks or less, the employee has the right to return to the same job. If the period is more than four weeks (because it followed on from other statutory leave), then the right is to return to the same job. If that is not practicable, the employee has the right to return to a similar job which has the same or better status, terms and conditions as the old job.

If the employee is entitled to return to the same job, that means a right to return with the seniority, pension rights and similar rights, and on terms and conditions not less favourable than those which would have been applied if the employee had not been absent.

The employee will not to be subjected to any detriment by Seenaryo for taking or requesting parental leave.

Jordanian Statutory Provision (for reference)

According to the Jordanian Labour Law at the time of writing, there is no specific statutory provision for parental leave. Organisations can make these provisions for employees at their own discretion.

Lebanese Statutory Provision (for reference)

According to the Lebanese Labour Law at the time of writing, there is no specific statutory provision for parental leave. Organisations can make these provisions for employees at their own discretion.