



## Senate Parental Leave Cover Policy

### Introduction

1. The University of Bath is committed to helping working parents balance the needs of work and family life. It has family friendly policies including Maternity, Shared Parental Leave, and Adoption/Surrogacy Leave where a member of staff is entitled to be on leave for up to 52 weeks.
2. The Senate Members Parental Leave Cover Policy (the “Policy”) aims to provide a transparent mechanism by which temporary vacancies on Senate are filled when a member takes any type of parental leave.
3. The Policy applies to temporary vacancies on Senate when a member of Senate takes parental leave.

### Roles and responsibilities

4. The member of Senate should advise the Secretary to Senate of their anticipated leave as soon as is practically possible.
5. The Secretary to Senate will make arrangement to fill the vacancy following the guidelines set out in this policy.

### Policy

6. Where the period of leave is anticipated to be less than six months then the temporary vacancy on Senate will not be filled, and the Senate member’s absence from any meeting will be marked as an apology.
7. Where the period of parental leave is anticipated to be more than six months the temporary vacancy will be filled as follows:-
  - a) Where the individual is an ex officio member of Senate, their position on Senate will be filled by the person covering the ex officio role.
  - b) Where the individual is an elected member of Senate and there has been an election within the past 6 months, then the runner-up with the highest number of votes will be invited to cover the temporary absence.
  - c) Where the individual is an elected member of Senate and there has not been an election within the past 6 months or there has been an election but the runner(s)-up decline to cover the absence then an election will be held to fill the temporary vacancy.

8. Any temporary member of Senate appointed to cover a period of parental leave will be appointed on the basis that:
- a) They will fill the vacancy on Senate on a temporary basis until the period of parental leave has come to an end.
  - b) The temporary member will be treated as a “full” member of Senate and will be entitled to receive papers, attend Senate meetings, participate in discussions, and vote.
  - c) The temporary member of Senate will also fill any vacancies on Senate committees which arise as a result of the parental leave.
  - d) The temporary member will not be obliged to represent the views of the member that they are replacing.
  - e) The temporary member of Senate will be eligible to stand for election as a full member at the first opportunity that arises after the completion of their temporary term of office on Senate. Any new term for which they are elected will be for the full three years. If the duration of their temporary term was less than a full year, the temporary term would not count as a term on Senate for the purposes of Ordinance 8.11(b).
  - f) The term of office of the member of Senate on parental leave will remain unchanged by their period of leave.

#### Related Policies and Procedures

[University Adoption/Surrogacy Leave Policy](#)

[University Maternity Leave Policy](#)

[University Paternity Leave Policy](#)

[University Shared Parental Leave Policy](#)

#### Document Control Information

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