

Parental leave support

Policy

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1. Purpose of this document

This document sets out the policy and procedure UKPHR intends to operate in respect of registrants who wish to maintain their registration whilst on parental leave or those who are applying for registration via the Specialist Registration by Portfolio Assessment Route (SRbPA) or Practitioner portfolio.

UKPHR must be notified as soon as possible when a registrant/applicant may be unable to meet their responsibilities due to parental leave.

UKPHR determines those on maternity, paternity, or adoption leave to be considered under the parental leave policy.

2. Available support

To support registrants, maintain registration whilst on parental leave, UKPHR will provide the following assistance to registrants:

- Exemption from their responsibilities associated with maintaining registration for the financial years their parental leave covers
- Deferral of a revalidation or re-registration due date to a minimum of 6 months after return to work

To support applicants during the assessment of the SRbPA or practitioner portfolio whilst on parental leave, UKPHR will provide the following assistance to applicants:

- Pause the time window for currency of evidence
- Deferral of next submission due date to at least 6 months and a maximum of 12 months after return to work

3. Process

Applicants must apply for parental leave policy via an application made directly to UKPHR's Registrar. The assessment of the application will incur no fee.

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4. Evidence

In applying for parental leave support, registrants/applicants must provide at least one piece of evidence to support their request. The following types of evidence will be accepted as appropriate evidence:

- a Maternity Certificate form (MAT B1) covering the relevant time period
- other evidence of receiving Statutory Maternity Pay (SMP) from your employer covering the relevant time period
- other evidence of receiving Maternity Allowance covering the relevant time period
- SC3, SC4, SC5, SC6 form submitted to employer
- a Matching Certificate (or equivalent) from the adoption agency or if it is an overseas Adoption, a Certificate of Eligibility from the UK Authority which confirms the suitability to adopt

5. Exemption

Upon review of an application for parental leave support (supported by appropriate evidence), the Registrar will agree to exempt the requirements that a registrant must engage in order to maintain their registration, for the financial years that the parental leave will cover. These requirements vary depending on which category of registration is held.

The registrant will continue to remain “Active”, and this exemption approval will be accounted for when UKPHR reviews the registrant’s forthcoming revalidation/re-registration application.

After the time has elapsed, the requirements will be reinstated.

Upon return to work from parental leave, if a registrant needs to extend the period of exemption, the registrant must submit an exemption application to UKPHR via their portal. An extension may be approved or denied, in which case the registrant must submit their application as soon as possible or risk being in a position that they are unable to fulfil the requirements to submit a satisfactory revalidation/re-registration application.

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6. Deferral

Upon review of an application for parental leave support (supported by appropriate evidence), the Registrar will agree to defer the registrant's revalidation/re-registration due date for at least 6 months and a maximum of 12 months after their agreed return to work date. The registrant will remain "Active" till this new due date.

The 5-year cycle will be retained once the registrant has successfully revalidated/re-registered on their deferred due date.

Upon return to work from parental leave, if a registrant needs to extend the period of deferral, registrants must submit a deferral application to UKPHR via their portal. A further deferral may be approved or denied, in which case the registrant must submit their application as soon as possible or risk their registration lapsing.

Upon review of an application for parental leave support (supported by appropriate evidence), the Registrar will agree to defer an applicant's next submission in relation to their assessment of a practitioner or SRbPA portfolio due date for at least 6 months and a maximum of 12 months after their agreed return to work date.

Upon return to work from parental leave, if an applicant needs to extend the period of deferral for their submission, applicants must submit a deferral application to UKPHR. UKPHR can be contacted for an application. A further deferral may be approved or denied, in which case the applicant must submit their application as soon as possible or risk their submission due date passing and their assessment being terminated.

7. Pausing or extension of currency rule

Applicants who are on parental leave during their portfolio assessment and are unable to continue the process during this period of time will be eligible to have their currency of evidence requirement paused for the duration of their leave. Upon returning to work from parental, the requirement will be reinstated.

For example, the currency of evidence for knowledge for the SRbPA currently is 10 years from date of the portfolio submission. An applicant has been granted permission and 18 months to submit a portfolio. They begin parental leave during this 18-month window. They were awarded an MPH that would have been within the 10-year rule at time of portfolio submission if they submitted in the original 18 months but due to the parental leave, they are going to be given additional time to submit, and this will push the MPH over the 10 year rule and therefore no longer meeting the currency rule. The applicant successfully receives parental leave support via application to UKPHR. The time remaining on the currency rule is frozen at point of application and reinstated upon return to work.

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Applicants who submit a portfolio for assessment and have been on parental leave for a minimum of 6 months in the currency rule period applicable to their application, can apply for consideration of parental leave support. If successful in their application, applicants will be provided an additional 1 year to the currency rule. An applicant's fitness to practise should not be compromised as a result of this extension, and applicants should always consider providing evidence that has been kept up-to date to demonstrate their competence, for example through CPD.

For example, the currency rule for a retrospective practitioner portfolio assessment is that at least half numerically of the items of evidence submitted should be from within 5 years of the date of application for registration to the UKPHR; the 50% rule. An applicant was on parental leave for 12 months within the 5 years that would constitute the 50% rule, therefore falling short of the 50% of evidence submitted being within the 5 years from application. The applicant successfully receives parental leave support via application to UKPHR. The applicant is now required to ensure that at least half numerically of the items of evidence submitted from within 6 years of the date of application for registration to the UKPHR.

8. Appeals

A registrant/applicant may appeal against the Registrar's refusal to grant parental support. Any appeals must be made according to the grounds outlined in the Appeals policy.

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