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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

FAQs regarding Parental leave for Foundation trainees

Q) Who do I need to inform I am planning on taking Parental Leave?

If you plan to take parental leave during your Foundation Training, we advise that you notify the Foundation School, as soon as possible. If necessary, a meeting will then be arranged to discuss the process and go through the training options available to you.

In addition to the Foundation School, you will need to inform your employer*, we also recommend you inform your local Foundation Programme Director and Educational Supervisor.

Once your Parental leave plans have been finalised with your employer then you must inform the Foundation School, clearly stating the dates you will be having as parental leave and if you are using any annual leave to top up your parental leave.

If at this time you know your exact return date then we would ask you for this also, but if this has not yet been decided then the month you intend to return will suffice.

Q) Are there any time limitations around parental leave whilst in the Foundation Programme?

Trainees can take anywhere between 2 weeks and 12 months off for parental leave. A place will be held for you in the Foundation School.

Q) Can I take more than 12 months off?

A) Parental leave is usually up to a maximum of 12 months.

Q) How much training will I need to complete on my return?

A) The Gold Guide 8th edition states: 'For foundation doctors, where a trainee has been absent for both statutory (e.g. maternity/paternity/adoption) and non-statutory reasons for a total of 20 working days or more within each 12-month period, an early review will be triggered with regard to whether the trainee needs to have their F1 or F2 year extended.'

As per The Gold Guide 8th Edition, this will depend on how much time you are having off and how much of your training you have already completed. This can be discussed on an individual basis with the Foundation School.

Q) Can I return on a less than full time (LTFT) basis?

A) Yes, if you wish to return less than full time then you will need to apply for this prior to your return. Please refer to the [LTFT training procedure](#). You must inform the foundation school a minimum of 3 months prior to your return if you wish to work LTFT.

Q) What percentage Less than Full Time can I return to do?

A) If your application for LTFT is approved then the percentage will need to be agreed with the Foundation School, the health board and your employer.

Q) Can I come back to the same post/rotation I have left?

A) If you are taking 12 months parental leave then we will reserve the same post/rotation that you left and in the same rotation order. The same rotation will only be reserved for one additional year. Should you find yourself in a position that you do not complete your Foundation Year 1 or 2 post during this time and require additional training, your situation will be looked at on an individual basis. It is not always possible to retain the same rotation for trainees wishing to take less than 12 months parental leave, but the Foundation School will endeavour to find a post in the same health board.

Q) Does my parental leave impact on my continuous service with the NHS?

A) As parental leave is statutory then this does not count as a break in service. If, once you return, you become out of phase and there is a gap between you finishing Foundation and moving on to specialty, then you are advised to get clarification from the NHS Wales Shared Services Partnership (NWSSP).

Q) Is there anything I need to do before I return to work?

If you have not advised the Foundation School of your exact return date prior to going on parental leave, you must do so a minimum of three months before you intend to return.

*Please note this document does not cover the employment aspects of parental leave, which are the responsibility of the NHS Wales Shared Services Partnership (NWSSP). Further information about your employment entitlement can be obtained from NWSSP or the British Medical Association (BMA) and online at <http://www.nhsemployers.org/tchandbook>