

Detailed Employer Checklist: New Parental Rights (April 2026)

This checklist is designed for UK employers to carry out a more in-depth review of policies, payroll processes, and manager readiness ahead of the April 2026 parental and paternity leave changes. It is a practical preparation tool rather than legal advice.

1. Policies & Contracts

	Check Item	Completed (Date / Initials)
	Paternity Leave policy reviewed and qualifying service references removed	
	Parental Leave policy updated to reflect day-one entitlement	
	Bereavement leave wording reviewed (where applicable)	
	Shared Parental Leave policy cross-checked for consistency	
	Employee handbook updated and version controlled	
	Employment contracts checked for conflicting leave wording	

2. Payroll & Statutory Pay Handling

	Check Item	Completed (Date / Initials)
	Payroll team understands leave entitlement vs statutory pay eligibility	
	Processes in place to record unpaid parental leave correctly	
	Statutory Paternity Pay eligibility checks documented	
	Payroll software settings reviewed for new starter leave requests	
	Clear audit trail retained for statutory payments and leave records	

3. Manager Guidance & Training

	Check Item	Completed (Date / Initials)
	Managers briefed on day-one parental and paternity rights	
	Managers know how to handle requests sensitively and consistently	
	Escalation route agreed for complex or unusual cases	
	Template responses or guidance notes provided to managers	

4. Operational & Business Planning

	Check Item	Completed (Date / Initials)
	Process agreed for handling leave requests from new starters	
	Cover arrangements considered for short-notice absences	
	Approval workflows reviewed and updated	
	Impact on resourcing and scheduling considered	

5. Employee Communication

	Check Item	Completed (Date / Initials)
	Internal communication planned ahead of April 2026	
	Policies made accessible to employees	
	FAQs prepared for common employee questions	
	Point of contact identified for employee queries	

6. Ongoing Review & Governance

	Check Item	Completed (Date / Initials)
	Diary reminder set for final pre-April 2026 review	
	Responsibility assigned for future legislative monitoring	
	Policies reviewed annually or following further legislative updates	