



**MULTI
ACADEMY
TRUST**

The Queen Katherine School Multi Academy Trust

Shared Parental Leave Policy

This policy does not form part of any employee's contract of employment and we may amend it from time to time.

Committee	MAT Board
Date of adoption:	October 2016
Date of next review	October 2023

Document Control Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any)

Version	Amended by	Purpose	Approved by Trustees (date)
1	Tracy Houlden	Policy introduced after TU consultation	2 July 2016
2	Tracy Houlden	Reviewed – no amendments	4 July 2018
3	Tracy Houlden		

Shared Parental Leave Policy

1. WHAT IS SHARED PARENTAL LEAVE?

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP).

2. DISCUSSIONS REGARDING SHARED PARENTAL LEAVE

An employee considering/taking SPL is encouraged to contact the Trust's HR Manager

SPL can only be used by two people:

- The mother/adopter **and**
- One of the following:
 - the father of the child (in the case of birth) or
 - the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

Additionally an employee seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- the employee must still be working for the Trust at the start of each period of SPL;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- the employee's partner must meet the 'employment and earnings test' requiring them, in the 66 weeks leading up to the child's expected due date/matching date, to have worked for at least 26 weeks and to have earned more than the statutory lower earnings limit during that period. Details of the current earnings level can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417505/bis-14-1329-Employers-technical-guide-to-shared-parental-leave-and-pay-1.pdf
- the employee must correctly notify the Trust of their entitlement and provide evidence as required.

3. THE SHARED PARENTAL LEAVE ENTITLEMENT

The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. The mother/adopter must take the first 2 weeks of that leave but eligible employees may be entitled to share between them the remaining 50 weeks as SPL during the child's first year in their family.

In relation to births, a mother who is entitled to statutory maternity leave, statutory maternity pay, or maternity allowance, may curtail her entitlement so that she and the child's other parent may share the balance of the leave, pay, or allowance period as SPL.

In relation to adoptions, a "primary adopter" who is entitled to statutory adoption leave or statutory adoption pay, may curtail his/her entitlement so that (s)he and the child's other adoptive parent may share the balance of the leave or pay period as SPL.

SPL can be concurrent (where both parents are off at once) or consecutive (where one parent works while the other is taking SPL and then vice versa) and continuous (with all of the leave taken in a single period) or discontinuous (with the leave taken in blocks with the employee returning to work in between each block).

4. WHEN CAN SPL BE TAKEN?

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The adopter can take SPL after taking at least two weeks of adoption leave
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.

5. ENDING MATERNITY LEAVE OR ADOPTION LEAVE

If the employee wanting to take APL is the child's mother, the employee must give the Trust at least eight weeks' written notice of her intention to end maternity or adoption leave and start SPL (a curtailment notice) before SPL can start.

In the case of a birth, the curtailment notice can be given before or after the birth but the maternity leave cannot be brought to a close until at least two weeks after birth.

In the case of an adoption, the curtailment notice can be given before or after adoption leave starts, but the person who would otherwise have taken adoption leave must take at least two weeks' adoption leave before the SPL can start.

A draft curtailment notice appears at Appendix One.

The curtailment notice is binding and cannot usually be revoked.

If maternity leave or adoption leave has not yet ended, a curtailment notice can be revoked if one of the following applies:

- The mother/adopter realises that she or the other parent are not in fact eligible for SPL or ShPP, in which case the curtailment notice can be revoked in writing up to eight weeks after it was given;
- The mother gave the curtailment notice before giving birth, in which case it can be revoked in writing up to six weeks after birth; or
- if the other parent has died.

6. WHAT HAPPENS IF THE EMPLOYEE IS NOT THE MOTHER/MAIN ADOPTER?

If the mother is still on maternity leave or claiming SMP or MA, the employee will only be able to take SPL once the mother/main adopter has either:

- returned to work;
- given her employer a curtailment notice to end her maternity leave;
- given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
- given the benefits office a curtailment notice to end her MA (if she is not entitled to maternity leave or SMP).

7. NOTIFYING THE TRUST OF AN ENTITLEMENT TO SHARED PARENTAL LEAVE

A notice to opt into the SPL scheme together with a written declaration that the other parent has given their employer an opt-in notice, must be submitted to the Trust's HR Manager. This must happen at least eight weeks before an employee can take any period of SPL and, where the mother or main adopted is the employee of the Trust, must be submitted in addition to the curtailment notice.

Notification must be in writing and requires each of the following:

- the name of the employee wanting to take SPL;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- how many weeks of the available SPL it is intended, at the time of submitting the notification, to allocate to each parent);
- if a claim for statutory shared parental pay (ShPP) will be made, the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken) and how the available ShPP will be allocated between the parents;

- an indication of the pattern of leave being considered, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but employees are asked to give as much information as possible at the notification stage; and
- declarations by both parents that the statutory conditions which would enable them to take SPL and ShPP have been met.

Draft declarations appear at Appendices 2, 3, 4 and 5.

Where the mother is the employee of the Trust, the mother should complete a copy of the Notice of Entitlement which appears at Appendix 2. The mother should also ensure that the partner or father completes the document at Appendix 3 which also needs to be returned to HR.

In the event that the father or partner is the one seeking to take shared parental leave under this policy, the father shall complete the Notification at Appendix 4 and shall ask the mother to complete the Declaration at Appendix 5.

8. EVIDENCE OF ENTITLEMENT

An employee wishing to take SPL must also provide on request:

- in the case of a birth, a copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); or
- in the case of an adoption, one or more documents from the adoption agency showing the agency's name and address and the expected placement date;

In order to be entitled to SPL, the employee must produce this information within 14 days of being asked to do so by the Trust.

9. FRAUDULENT CLAIMS

The Trust can, where there is a suspicion that fraudulent information may have been provided or where the Trust has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the usual Trust investigation and disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

10. WHAT HAPPENS AFTER THE NOTICE OF ENTITLEMENT HAS BEEN SUBMITTED?

The Trust's HR Manager may upon receiving a notification of entitlement to take SPL seek to arrange an informal discussion with the employee to talk about his/her intentions and how (s)he currently expect to use the SPL entitlement.

11. BOOKING SHARED PARENTAL LEAVE

In addition to notifying the Trust of entitlement to SPL/ShPP, an employee must also give notice to take/book the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL but, otherwise, it can be done using the Booking Form at Appendix Six.

The employee has the right to submit three booking notifications specifying leave periods they are intending to take. Each booking notification may contain a request for either (a) a single period of continuous leave; or (b) two or more periods of discontinuous leave, where the employee intends to return to work between periods of leave.

Continuous leave notifications

This is a request for a number of weeks of SPL taken in a single unbroken period of leave (for example, six weeks in a row).

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to him or her (specified in the notice of entitlement). In addition, the Trust must be given at least eight weeks' notice of the intention to take the continuous leave.

An employee may submit up to three separate notifications for continuous periods of leave.

Discontinuous leave notifications

A single notification may also contain a request for two or more periods of **discontinuous leave**, which means asking for a set number of weeks of leave over a period, with breaks between the leave where the employee returns to work. For example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months.

The Trust will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee either can withdraw the request within 15 days of giving it, or can take the leave in a single continuous block.

The employee must book SPL by submitting the booking notification at least eight weeks before the date on which (s)he wishes to start the leave and (if applicable) receive ShPP. Employees giving notice of the exact dates on which (s)he wishes to take shared parental leave should use the form at Appendix 6.

12. RESPONDING TO A SHARED PARENTAL LEAVE BOOKING NOTIFICATION

Once the Trust's HR Manager has received the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.

All requests for continuous SPL, from employees who are eligible and who have complied with the notification requirements, will be granted and confirmed in writing.

Upon receiving a leave booking notice for discontinuous leave, the HR Manager will usually arrange a meeting with the employee and the Headteacher to discuss the request.

At the meeting, the employee may, if they wish, be accompanied by a work-based companion or certified trade union representative.

The purpose of the meeting is to discuss in detail the leave proposed, what will happen while the employee is away from work, whether a modified arrangement would be agreeable to the employee, and what the outcome may be if no agreement is reached.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the School against any adverse impact to the School and its students.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

The employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the Trust/school may propose a modified version of the request.

If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks wanted across the request in a single continuous block. For example, if the employee has asked for 2 blocks of 2 weeks' leave with a week working in between, the employee could take a single period of 4 weeks' SPL instead. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin.

An employee who decides to modify a request, following the Trust's decision to refuse a request for discontinuous SPL cannot start a new period of SPL within eight weeks from the date the original notification was submitted.

If the employee does not choose a new start date then the leave will begin on the first leave date requested in the original request for discontinuous leave. It is just that the leave will run for a continuous period rather than in the discontinuous manner requested e.g. the 4 week period mentioned above.

13. VARIATIONS TO ARRANGED SHARED PARENTAL LEAVE

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that (s)he advise the Trust in writing of the changes that (s)he would like at least eight weeks before the date of any variation.

Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the Trust requesting a change, will not count as further notification. Any variation will be confirmed in writing by the Trust.

Any employee wishing to vary their shared parental leave should use the form at Appendix 7.

14. STATUTORY SHARED PARENTAL PAY (SHPP)

Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks of ShPP available will depend on the amount by which the maternity/adoption pay or maternity allowance has been reduced.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the week(s) in which ShPP is payable;
- the employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date of not less than the lower earnings limit in force for national insurance contributions;
- the employee must remain in continuous employment until the first week of ShPP;
- the employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give the Trust's HR Manager written notice advising of his/her entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the Trust should they cease to be eligible.

It must be accompanied by a signed declaration from the employee's partner confirming:

- his or her agreement to the employee claiming ShPP and for the organisation to process any ShPP payments to the employee;
- (in the case where the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;
- (in the case where the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

Employees who complete the relevant forms set out in Appendixes 2 to 6 will have provided all of the relevant details.

15. TERMS AND CONDITIONS DURING SHARED PARENTAL LEAVE

During the period of SPL, the employee's contract of employment continues in force and (s)he will be entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (such as use of an iPad, mobile phone, healthcare schemes) will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the Trust's contributions will be based on the salary that the employee would have received had they not been taking SPL. Any unpaid period does not count towards pensionable service however an employee can elect to pay contributions for this period.

Any employee with questions about how SPL might affect his/her pension entitlements should speak to the Trust's HR Manager.

16. ANNUAL LEAVE

SPL is granted in addition to an employee's normal annual holiday entitlement. Employees are reminded that holiday should wherever possible be taken in the year that it is earned. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the employee's holiday year.

Teachers do not have defined leave arrangements, so are entitled to the accrued statutory minimum of 28 days paid holiday during any period of SPL. In all cases, any leave taken, including school closure periods, during the relevant leave year(s) that Shared Parental Leave spans will count towards the entitlement to accrued leave, so employee should ensure that they discuss entitlements with the Trust's HR Manager as soon as they know the dates that they intend to take Shared Parental Leave.

17. CONTACT DURING SHARED PARENTAL LEAVE

Before an employee's SPL begins, the school will discuss the arrangements for keeping in touch with the employee during his/her SPL. The Trust reserves the right in any event to maintain reasonable contact with the employee from time to time during SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update him or her on developments at work during his/her absence.

18. SHARED PARENTAL LEAVE IN TOUCH DAYS

An employee can agree to work or attend training for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The Trust has no right to require the employee to carry out any work, and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the Trust and the employee. An employee taking a SPLIT day will receive full normal pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full normal pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

An employee, with the agreement of the Trust, may use SPLIT days to work part of a week during SPL. The Trust and the employee may use SPLIT days to effect a gradual return to work

by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

19. RETURNING TO WORK AFTER SHARED PARENTAL LEAVE

The employee will have been formally advised in writing by the Trust of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the Trust otherwise. If they are unable to attend work due to sickness or injury, the Trust's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the Trust at least **eight weeks'** notice of their date of early return. This will count as one of the employee's notifications. Any employee who has already used his or her three statutory notifications to book and/or vary leave may find that the Trust refuses to consider any further changes to the SPL.

If the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less the employee is entitled to return to the same job. The same job is the one the employee occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL. The employee will return to that job on the same terms and conditions of employment as if they had not been absent.

If the employee's maternity/paternity/adoption leave and SPL amounts to more than 26 weeks in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave. If this is not reasonably practicable, the employee is entitled to return to another job which is both suitable and appropriate and on terms and conditions which are no less favourable than those which (s)he enjoyed before.

An employee who decides that (s)he does not want to return to work after a period of SPL should contact the Trust as early as possible. In such circumstances, the employee will be required to give notice of resignation in accordance with his/her contract. The Employee will have to give the amount of contractual notice specified in that contract. Once the employee has given notice that (s)he will not be returning, the employee cannot change his/her mind without the agreement of the Trust.

Deciding not to return to work will not affect an employee's right to ShPP but any contractual maternity, paternity or adoption pay that has been received may have to be repaid.

20. FLEXIBLE WORKING

Employees who would like to return to work on a part-time basis following a period of SPL should consider making a flexible working request. There is no right to insist on flexible working, such as part-time working or reduced hours, and employees are encouraged to read the Trust's Flexible Working Policy should flexible working be something that they would like to consider.

21. OTHER POLICIES THAT MIGHT BE OF INTEREST

There are a number of initiatives designed to support you in balancing work and family life. These include:

Maternity leave – A mother’s right to time off after the birth of her child.

Paternity leave – A father’s right to 2 weeks off after the birth or adoption of a child.

Parental leave – This is unpaid leave for dealing with emergencies relating to a child’s welfare.

Please note if the employee takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee’s right to return. The employee will still be entitled to return to the same job as (s)he had occupied before taking the last period of leave, if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If the employee takes a period of unpaid parental leave immediately after SPL, and the total aggregate weeks off exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave. If this is not reasonably practicable, they are entitled to return to another job, which is suitable and appropriate, and on terms and conditions no less favourable.

Leave of Absence Policy- The right to unpaid time to deal with emergencies.

Adoption Leave – The right to time off for adoptive parents.

If you would like information on any of the above please contact the Trust’s HR Manager who will be able to provide you with further details.

Shared Parental Leave Policy

Maternity/Adoption leave curtailment notice

Name:.....

Department:

I confirm that I want to bring my maternity/adoption leave to an end early. I now want my maternity/adoption leave to come to an end on

Date: This date must be 1) at least 8 weeks after the date of this letter, 2) after the end of your two week compulsory leave period and 3) at least one week before the date on which your maternity/adoption leave would otherwise have ended

I understand that my maternity/adoption leave will end on that date and that normally it will not be possible for me to revoke this notice once it has been given.

I enclose with this letter a notice of entitlement and intention to take shared parental leave

I confirm that my partner has given his/ her employer a notice of entitlement and intention to take shared parental leave and that I have consented to the amount of shared parental leave that my partner is intending to take.

OR

I confirm the notice of entitlement and intention to shared parental leave from my partner.

Signed

Date

Shared Parental Leave Policy

Notice of Entitlement and Intention to Take Shared Parental Leave - Mother

To be given by the mother

I confirm that I am eligible for and that my partner and/or I intend to take a period of shared parental leave.

I set out below the information that I am required to give you to confirm my entitlement to shared parental leave.

My name	
My partner's name	
My maternity/adoption leave started on	
My maternity/adoption leave ended or will end on	
The total amount of shared parental leave (in weeks) available to me and my partner is	
The total amount of statutory shared parental pay (in weeks) available to me and my partner is	
My child's expected week of childbirth or placement	
My child's date of birth ¹ /date of placement	
How much shared parental leave and statutory shared parental pay I intend to take (in weeks)	
How much shared parental leave and statutory shared parental pay my partner intends to take (in weeks)	
The start and end dates of each period of shared parental leave I intend to take and in which period or periods I intend to claim statutory shared parental pay ²	

¹ If you are giving this notice before your child is born you will need to provide us with your child's date of birth as soon as reasonably practicable and before you take any leave

² This is just to give us an initial indication of when you may want to take leave. It is not a formal request for shared parental leave unless you tell us that you want us to treat it as a formal request. Otherwise you will need to complete a request for shared parental leave at least 8 weeks before each period of leave you wish to take

- 1) I satisfy the following eligibility criteria for shared parental leave or will have satisfied them at the date I take leave:
- I had been employed for 26 weeks at the 15th week before my child's EWC and I will remain in the employment until the week before my first period of shared parental leave
 - I have main responsibility for the care of my child with the child's father/ my partner
 - I am entitled to statutory maternity leave or adoption leave and I have curtailed my period of maternity leave or adoption leave or have returned to work before the end of my maternity or adoption leave
 - I have complied with the relevant notification requirements and provided any additional evidence requested³
- 2) The information given in this notice is accurate; and
- 3) I will inform you immediately if I cease to care for my child

I enclose a declaration from my partner providing the further information he/ she is required to give.

Signed

Date

³ If you have complied with the procedure set down in the shared parental leave policy you will have complied with this requirement

Shared Parental Leave Policy

Father's/Partner's declaration to accompany mother's notice of entitlement

Declaration in relation to shared parental leave

I confirm that

- 1) I am (*child's name*) 's father and/ or married to, or the civil partner or partner of (*name of employee*).....
- 2) Together with (*name of employee*).....I have the main responsibility for the care of [name of child]
- 3) I satisfy the employment and earnings criteria⁴ that allow (*name of WLA employee*)..... to access shared parental leave
- 4) I consent to (*name of employee*)..... taking the amount of leave set out in her shared parental leave Notice of Entitlement
- 5) I consent to you processing the information contained in this declaration for the purposes of (*name of employee*)..... 's application for shared parental leave.

I set out below the further information I am required to give you:

My name	
My address	
My national insurance number OR I confirm I do not have a national insurance number	

Signed

Date

⁴ See the shared parental leave policy for more information

Shared Parental Leave Policy

Notice of Entitlement and Intention to Take Shared Parental Leave - Father

To be given by the child's father/ mother's partner

I confirm that I am eligible for and that my partner and/or I intend to take a period of shared parental leave.

I set out below the information that I am required to give you to confirm my entitlement to shared parental leave.

My name	
My partner's name	
The start and end dates of my partner's maternity/adoption leave ⁵	
The total amount of shared parental leave (in weeks) available to me and my partner is	
The total amount of statutory shared parental pay (in weeks) available to me and my partner is	
My child's expected week of childbirth/placement	
My child's date of birth ⁶ /placement	
How much shared parental leave and statutory shared parental pay I intend to take (in weeks)	
How much shared parental leave and statutory shared parental pay my partner intends to take (in weeks)	
The start and end dates of each period of shared parental leave I intend to take and in which period or periods I intend to claim shared parental pay ⁷	

I confirm that:

⁵ This may be the dates of your partner's maternity pay period if she is not entitled to maternity leave – if in doubt please discuss this with HR

⁶ If you are giving this notice before your child is born you will need to provide us with your child's date of birth as soon as reasonably practicable and before you take any leave

⁷ This is just to give us an initial indication of when you may want to take leave. It is not a formal request for shared parental leave unless you tell us that you want us to treat it as a formal request. Otherwise you will need to complete a request for shared parental leave at least 8 weeks before each period of leave you wish to take

- 1) I satisfy the following eligibility criteria for shared parental leave or will have satisfied them at the date I take leave:
- I had been employed for 26 weeks at the 15th week before my child's EWC and I will remain in the employment until the week before my first period of shared parental leave
 - I have main responsibility for the care of my child with the child's mother
 - I have complied with the relevant notification requirements and provided any additional evidence requested⁸
- 2) The information given in this notice is accurate;
- 3) I am [name of child]'s father, or married to or the civil partner or partner of (*name of child*) 's mother; and
- 4) I will inform you immediately if I cease to care for my child or if my partner informs me that she has revoked her decision to curtail her period of maternity or adoption leave or pay.

I enclose a declaration from my partner providing the further information she is required to give.

Signed

Date

⁸ If you have complied with the procedure set down in the shared parental leave policy you will have complied with this requirement

Shared Parental Leave Policy

Mother's declaration to accompany Father's notice of entitlement

Declaration in relation to shared parental leave

I confirm that

- 1) I satisfy the employment and earnings criteria⁹ that allow my partner to access shared parental leave;
- 2) Together with *(name of child's father/ mother's partner)*
I have the main responsibility for the care of *(name of child)*.....
- 3) I am entitled to statutory maternity leave, statutory maternity pay or statutory maternity allowance in respect of *(name of child)*; and I have either returned to work or curtailed my maternity leave or maternity pay or maternity allowance period (and that period remains curtailed); or

I am entitled to statutory adoption leave, or statutory adoption pay in respect of *(name of child)*; and I have either returned to work or curtailed my adoption leave or pay;
- 4) I will immediately inform *(name of child's father/ mother's partner)* if I decide to revoke my decision to curtail my maternity leave or pay or maternity allowance period or adoption leave;
- 5) I consent to *(name of child's father/ mother's partner)* taking the amount of leave set out in his/ her shared parental leave Notice of Entitlement; and
- 6) I consent to you processing the information contained in this declaration for the purposes of *(name of child's father/ mother's partner)* 's application for shared parental leave.

I set out below the further information I am required to give you:

My name	
My address	
My national insurance number OR I confirm I do not have a national insurance number	

Signed

Date

⁹ See the shared parental leave policy for further information

Shared Parental Leave Policy

Shared Parental Leave Booking Notice

To be given by parent that wants to take a period of leave

Dear HR Manager

Request for Shared Parental Leave

I refer to the Notice of Entitlement and Intention to Take Leave I gave you on [date].

I am writing to let you know that I would like to request a period of Shared Parental Leave from [start date¹⁰] to [end date¹¹].

[I would like to take a further period of Shared Parental Leave from [start date] to [end date].]¹²

Yours sincerely

¹⁰ Must be at least 8 weeks after the date of this letter

¹¹ Shared parental leave must be taken before your child's first birthday

¹² You can ask for more than one period of leave in a single request for leave notice. However, we are not obliged to agree to requests for discontinuous leave. For more details about requesting leave please see our shared parental leave policy.

Shared Parental Leave Policy

Request to Vary or Cancel Shared Parental Leave to be given by a parent who wants to cancel or vary an existing leave request

Dear HR Manager

Request to Vary or Cancel Shared Parental Leave¹³

I refer to the Request for Leave I gave you on [date]. I was intending to take shared parental leave from [original start date] to [original end date].

I am writing to [cancel/ vary] that request. I [will not now be taking shared parental leave] OR [now want to take a period of shared parental leave from [start date] to [end date] instead of on the dates I originally requested].

I understand that this cancellation/ variation counts towards the total number of requests for shared parental leave that I am entitled to make.

Yours sincerely

¹³ We must have at least eight weeks' notice of any request to cancel or vary an existing period of leave