



- 1.1. The School recognises that challenges can arise when parents have to balance work and childcare responsibilities. Shared Parental Leave (SPL)

if they wish, providing the mother/adopter has given proper notice to end their entitlement to maternity or adoption leave.

2.3. Employees can request their SPL in continuous or discontinuous blocks; however, the School has the right to decline requests for discontinuous leave.

2.4. Employees can submit up to a maximum of 3 notifications (to state when and how they wish to take their leave).

2.5. Shared Parental Leave should not be confused with Unpaid Parental Leave or Paternity leave.

2.6. An employee considering taking SPL is encouraged to contact their line manager to arrange an informal discussion as early as possible to discuss their potential entitlement, to talk about their plans and to enable the School to provide as much support as possible.

3.1. Eligible employees may be entitled to receive up to 37 weeks Statutory Shared Parental Pay (ShPP) whilst taking SPL, depending on how much maternity/adoption pay or maternity allowance the mother/adopter has already received at the point they choose to end their maternity/adoption entitlement (i.e. the remaining balance converts into an ShPP entitlement).

3.2. ShPP is paid at the statutory rate as set by the G.000008866 157 594.96 842.04 reW*ñBT.

- 5.1. Eligible employees may be entitled to take up to 50 weeks SPL during their child's first year.
 - 5.2. The amount of SPL available is determined by the amount of unused maternity/adoption leave at the point the mother/adopter chooses to end their entitlement to it. The amount left over is converted into SPL which can be shared between both parents. Where both parents are entitled to SPL they can transfer the leave between them, should they wish to, at a later date. This can only be done with the consent of both parents and the School must be notified of any change to the number of weeks of SPL allocated to an employee as a result of transferring leave to or from their partner.
 - 5.3. A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.
 - 5.4. If the mother/adopter is not entitled to maternity/adoption leave but is still entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA) then providing they choose to end their entitlement before they have used the full 39-week allowance, their partner will still be entitled to take up to 50 weeks of SPL. This situation may arise, for example, if a mother resigns following birth or adoption. Their partner would receive up to 50 weeks of SPL, less the number of weeks of SMP, SAP or MA already taken by the mother/adopter.
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- 6.1. The amount of ShPP an eligible employee will be able to take will depend on the amount of Statutory Maternity/Adoption Pay (SMP/SAP) or Maternity Allowance (MA) that the mother/adopter has already taken at the point that they have ended their entitlement. They will have had an entitlement of 39 weeks, so providing they have not used the full amount, any remaining weeks will be available as ShPP.
 - 6.2. Where both parents are eligible for SPL and ShPP, then it is for them to decide (and notify their employers) on how the ShPP will be shared. The School must be notified of any change to the way parents wish to share the ShPP between each other.

7.1.1. The option for Shared Parental Leave is created when a mother or adopter either:

Brings forward the end date of their maternity or adoption

- 7.2.4. Once the mother/adopter has given notice to end maternity/adoption leave and each parent has informed their employer of their entitlement to take SPL then the notice to end maternity leave is binding and can only be withdrawn in exceptional circumstances.
- 7.2.5. Whenever an employee wishes to change the amount of leave or pay they will use (e.g. as a result of transferring leave to or from their partner), the School must be notified via _____ form.
- 7.3.1. If the employee is not the mother or primary adoptive parent, the School may request:
- A copy of the birth certificate (or a copy of MATB1/declaration from the parents if the birth certificate is not yet available)
- Or in the case of adoption:
- the agency's name and address;
 - the date that the adopter was notified of being matched with the child;
 - the date on which the child is expected to be placed with the family;
- And,
- the name and address of the partner's employer (or, if they are self-employed, a declaration from the partner that there is no employer).
- 7.3.2. The School may also contact the employee's partner's HR department to confirm details of the entitlement or eligibility.
- 7.4.1. Providing they have already declared their entitlement (as per paragraph 7.2), employees can formally request a period of SPL by submitting a ' _____ ' to their line manager at least eight weeks before the date on which they w

options are open to the employee (see paragraph below) and what the outcome may be if no agreement is reached.

- 8.7. Where a request for discontinuous leave is refused, the employee can either withdraw their request within 15 calendar days of submission or they can choose to take the leave in a single continuous block. Where the employee chooses to withdraw their request for discontinuous leave, this will not count as having used one of their three notices to book leave. Where the employee does not withdraw their request, they will be deemed to have chosen to take the leave in a single continuous block. Where this occurs the employee has until the 19th calendar day from the submission of the original notification to choose when their continuous leave will begin. It cannot start sooner than eight weeks from the date the original notification was submitted. If no start date is chosen, the leave will begin on the first leave date requested in the original notification.

- 9.1. SPL can commence as follows:
 - A mother can take SPL after she has taken the compulsory two weeks of maternity leave immediately following the birth of the child.
 - An adopter can take SPL after taking at least two weeks adoption leave.
 - A father/partner/spouse can take SPL immediately following the birth/placement of the child, but must be aware that in doing so they are choosing to forego any right to take statutory paternity leave (as they will not have taken any at that point and can't take any at a later date).
- 9.2. When a mother/adopter has given notice to curtail their maternity/adoption entitlement then their partner can take Shared Parental Leave at the same time as them (i.e. while they are still using their maternity/adoption entitlements).
- 9.3. SPL will generally commence on the employee's chosen start date specified in their leave booking request, or in any subsequent variation notice (see paragraph 7.4 - "Requesting Shared Parental Leave" and Section 10 - "Variations to arranged Shared Parental Leave" below).
- 9.4. 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.

- 10.1. Employees are permitted to vary or cancel an arranged period of SPL, provided that they advise their line manager in writing at least eight weeks before the original leave date or the new leave date, whichever is earlier. A request to vary pre-agreed leave should be made using the " form. Any new start date cannot be sooner than eight weeks from the date of the variation request.
- 10.2. Any variation or notice of cancellation made by the employee (including notice to return to work early) will usually count as having used one of the employee's three opportunities to book/vary leave. However a change as a result of a child being born early or as a result of the School requesting a change (and the employee being agreeable to the change) will not count as one of the employee's three opportunities to book/vary leave.
- 10.3. Managers should consider any request to vary an existing period of SPL under the terms of Section 8 – Responding to a Request for Shared Parental Leave. Any agreed variation should be confirmed in writing and

discussions to take place around return to work plans, to ensure employees are aware of any possible career opportunities, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

13.2. Therefore, before any period of SPL begins the line manager should discuss arrangements with the relevant employee around how contact will be maintained during their period(s) of leave.

14.1. An employee can agree to work for the School (or attend training) for up to 20 days over the course of their full SPL entitlement without bringing any period of SPL to an end or impacting on their right to claim ShPP for a particular week. These are known as Shared Parental Leave In Touch (SPLIT) days. Any work carried out on a day or part of a day shall

make. If they have already used their three notifications to book and/or

Application Process Flowchart

Form 1 - Notification to End Maternity/Adoption Leave

Form 2 – Declaration of Entitlement to Shared Parental Leave

Form 3 – Request to Book (or Vary) Shared Parental Leave

Template letter - Invite to Discuss Discontinuous SPL Request

Frequently Asked Questions (FAQs)

To initiate SPL a mother/adopter must submit (if she has not returned to work) AND a ' to their line manager and a copy to their HR Support Partner. The mother/adopter is bound by the dates stated in