

Tauheedul Education Trust

This policy is in line with the Vision of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SHARED PARENTAL LEAVE (ADOPTION) POLICY



Tauheedul
Education Trust

Document Control

This policy has been approved for operation within:	All Trust Establishments
Date of last review	December 2016
Date of next review	December 2018
Review period	2 Years
Policy status	Trust Requirement
Owner	Tauheedul Education Trust
Version	2

Contents

1	Scope and Purpose	1
2	Who is Covered by the Policy?	1
3	Who is Responsible for the Policy?.....	1
4	Definitions.....	1
5	What is Shared Parental Leave?	2
6	Entitlement to Shared Parental Leave.....	2
7	Opting in to Shared Parental Leave and Pay	2
8	Ending Adoption Leave	3
9	Ending a Partner’s Adoption Leave or Pay	4
10	Evidence of Entitlement	4
11	Booking Shared Parental Leave Dates	4
12	Procedure for Requesting Split Periods of Shared Parental Leave.....	4
13	Changing the Dates or Cancelling Shared Parental Leave	5
14	Statutory Shared Parental Pay.....	5
15	Terms and Conditions during Shared Parental Leave.....	6
16	Annual Leave.....	6
17	Pensions.....	6
18	Keeping in Touch during Shared Parental Leave	6
19	Returning to Work	7
20	Deciding not to Return	7
21	Returning to Work Part-Time	8
22	Monitoring, Evaluation and Review	8

1 Scope and Purpose

- 1.1 This policy outlines the arrangements for Shared Parental Leave and pay in relation to the adoption of a child. If an employee or their partner is pregnant or has given birth, please see the Shared Parental Leave (Birth) Policy.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time after consultation with our recognised Trade Unions.
- 1.3 In this policy references to establishment personnel/bodies are to the personnel/bodies present within the establishment at which the particular employee reviewing the policy is engaged.

2 Who is Covered by the Policy?

- 2.1 This policy covers all employees at all levels and grades including senior managers, employees, trainees, part-time and fixed term employees (referred to as employees in this policy).
- 2.2 It does not apply to agency staff and self-employed contractors.

3 Who is Responsible for the Policy?

- 3.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the policy to the Local Governing Body, Trust Central Team and Head at each Trust establishment.
- 3.2 The Local Governing Body and Senior Leadership Team at each Trust establishment has a specific responsibility to ensure the fair application of this policy and all employees of staff are responsible for supporting colleagues and ensuring its success.
- 3.1 The Chief Executive of the Trust will be responsible for administering the policy in relation to the Head of Establishment (where the policy is applied to the Head of Establishment, all references to Head of Establishment should be replaced with Chief Executive of the Trust).
- 3.2 The Board of Trustees will be responsible for administering the policy in relation to the Chief Executive of the Trust (where the policy is applied to the Chief Executive of the Trust, all references to Head of Establishment should be replaced with Board of Trustees).

4 Definitions

- 4.1 The following definitions apply in this policy:
 - 4.1.1 **Partner:** means an employee's spouse, civil partner or someone living with them in an enduring family relationship at the time the child is placed for adoption, but not an employee's sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
 - 4.1.2 **Qualifying Week:** the week the adoption agency notifies an employee that they have been matched with a child for adoption.

5 What is Shared Parental Leave?

- 5.1 Shared Parental Leave (SPL) is a form of leave that may be available where an adoption agency places a child with an employee and/or an employee's partner on or after 5 April 2015.
- 5.2 It gives an employee and their partner more flexibility in how to share the care of their child in the first year after the child being placed with them rather than simply taking adoption leave. Assuming an employee and their partner are both eligible, they will be able to choose how to split the available leave between them, and can decide to be off work at the same time or at different times. They may be able to take leave in more than one block.

6 Entitlement to Shared Parental Leave

- 6.1 An employee may be entitled to SPL if an adoption agency has placed a child with them and/or their partner for adoption and they intend to share the main responsibility for the care of the child with their partner.
- 6.2 The following conditions must be fulfilled:
 - 6.2.1 the employee must have at least 26 weeks' continuous employment with the Trust by the end of the Qualifying Week, and still be employed by the Trust in the week before the leave is to be taken;
 - 6.2.2 the employee's partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and had average weekly earnings of at least £30 during 13 of those weeks; and
 - 6.2.3 the employee and their partner must give the necessary statutory notices and declarations as summarised below, including notice to end any adoption leave or Statutory Adoption Pay (SAP).
- 6.3 Either the employee or their partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.
- 6.4 If an employee's partner is taking adoption leave and/or claiming SAP, the employee may be entitled to two weeks' paternity leave and pay. The employee should consider using this before SPL. Paternity leave is additional to any SPL entitlement employees may have, but an employee will lose any untaken paternity leave entitlement once they start a period of SPL.
- 6.5 The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either the employee or their partner (or the weeks in which an employee's partner has been in receipt of SAP if they were not entitled to adoption leave).

7 Opting in to Shared Parental Leave and Pay

- 7.1 Not less than eight weeks before the date an employee intends for their SPL to start, they must give the Head of Establishment a written opt-in notice giving:
 - 7.1.1 their name and the name of their partner;
 - 7.1.2 if they are taking adoption leave, the adoption leave start and end dates;
 - 7.1.3 if they are not taking adoption leave, their partner's adoption leave start and end dates, or if their partner is not entitled to adoption leave, the start and end dates of their SAP;

- 7.1.4 the total SPL available, which is 52 weeks minus the number of weeks' adoption leave or SAP taken or to be taken by the employee or their partner;
- 7.1.5 how many weeks of the available SPL will be allocated to the employee and how many to their partner (an employee can change the allocation by giving the Head of Establishment a further written notice, and they do not have to use their full allocation);
- 7.1.6 if they are claiming Statutory Shared Parental Pay (SSPP), the total SSPP available, which is 39 weeks minus the number of weeks of the SAP taken or to be taken;
- 7.1.7 how many weeks of available SSPP will be allocated to the employee and how many to their partner (an employee can change the allocation by giving the Head of Establishment a further written notice, and they do not have to use their full allocation);
- 7.1.8 an indication of the pattern of leave they are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but employees should give as much information as possible about any future intentions; and
- 7.1.9 declarations by the employee and their partner that they both meet the statutory conditions to enable them to take SPL and SSPP.

8 Ending Adoption Leave

- 8.1 If an employee is taking or intending to take adoption leave and want to opt into the SPL scheme, they must give the Head of Establishment at least eight weeks' written notice to end their adoption leave (a curtailment notice) before they can take SPL. The notice must state the date their adoption leave will end. An employee can give the notice before or after adoption leave starts, but they must take at least two weeks' adoption leave.
- 8.2 An employee must also give the Head of Establishment, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 7 above) or a written declaration that their partner has given their employer an opt-in notice and that they have given the necessary declarations in that notice.
- 8.3 If an employee's partner is eligible to take SPL from their employer they cannot start it until the employee has given the Head of Establishment their curtailment notice.
- 8.4 The curtailment notice is binding on an employee and cannot usually be revoked. An employee can only revoke a curtailment notice if their adoption leave has not yet ended and one of the following applies:
 - 8.4.1 if the employee realises that neither they nor their partner are in fact eligible for SPL or SSPP, in which case they can revoke the curtailment notice in writing up to eight weeks after it was given; or
 - 8.4.2 if their partner has died.
- 8.5 Once an employee has revoked a curtailment notice they will be unable to opt back into the SPL scheme.

9 Ending a Partner's Adoption Leave or Pay

- 9.1 If an employee's partner is taking adoption leave or claiming SAP from their employer, an employee will only be able to take SPL once their partner has either:
- 9.1.1 returned to work;
 - 9.1.2 given their employer a curtailment notice to end their adoption leave;
 - 9.1.3 given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

10 Evidence of Entitlement

- 10.1 An employee must provide on request:
- 10.1.1 one or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
 - 10.1.2 the name and address of their partner's employer (or a declaration that they have no employer).

11 Booking Shared Parental Leave Dates

- 11.1 Having opted into the SPL system an employee will need to give a period of leave notice telling the Head of Establishment the start and end dates of their leave. This can be given at the same time as the opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of the employee's leave. An employee must also state in their period of leave notice the dates on which they intend to claim SSPP, if applicable.
- 11.2 If an employee's period of leave notice gives dates for a single continuous block of SPL they will be entitled to take the leave set out in the notice.
- 11.3 An employee can give up to three period of leave notices. This may enable them to take up to three separate blocks of SPL (although if the employee gives a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 12 below). In exceptional circumstances an employee may be allowed to give more than three period of leave notices but there is no obligation for the Head of Establishment to allow an employee to do so.

12 Procedure for Requesting Split Periods of Shared Parental Leave

- 12.1 In general, a period of leave notice should set out a single continuous block of leave. The Head of Establishment may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best for an employee to discuss this with their manager in good time before formally submitting their period of leave notice. This will give the Head of Establishment more time to consider the request and hopefully agree a pattern of leave with the employee from the start.
- 12.2 An employee must submit a period of leave notice setting out the requested pattern of leave at least eight weeks before the requested start date. If it is not possible to agree to a request straight away, there will be a two-week discussion period. At the end of that period, the Head of Establishment will confirm any agreed arrangements in writing. If an agreement is not reached, an employee will be entitled to take the full amount of requested SPL as one

continuous block, starting on the start date given in their notice (for example, if an employee requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, an employee may:

- 12.2.1 choose a new start date (which must be at least eight weeks after the original period of leave notice was given), and tell the Head of Establishment within five days of the end of the two-week discussion period; or
- 12.2.2 withdraw their period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and the employee may submit a new one if they choose).

13 Changing the Dates or Cancelling Shared Parental Leave

- 13.1 An employee can cancel a period of leave by notifying the Head of Establishment in writing at least eight weeks before the start date in the period of leave notice.
- 13.2 An employee can change the start date for a period of leave, or the length of the leave, by notifying the Head of Establishment in writing at least eight weeks before the original start date and the new start date.
- 13.3 An employee can change the end date for a period of leave by notifying the Head of Establishment in writing at least eight weeks before the original end date and the new end date.
- 13.4 An employee can combine split periods of leave into a single continuous period of leave by notifying the Head of Establishment in writing at least eight weeks before the start date of the first period.
- 13.5 An employee can request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between. The Head of Establishment will consider any such request as set out in paragraph 12.
- 13.6 A notice to change or cancel a period of leave will count as one of an employee's three period of leave notices, unless:
 - 13.6.1 the variation is a result of the child being placed with them earlier or later than the expected placement date;
 - 13.6.2 the variation is at the Head of Establishment's request; or
 - 13.6.3 it is agreed otherwise.

14 Statutory Shared Parental Pay

- 14.1 SSPP of up to 39 weeks (less any weeks of SAP claimed by the employee or their partner) may be available provided an employee has at least 26 weeks' continuous employment with the Trust at the end of the Qualifying Week and their average earnings are not less than the lower earnings limit set by the government each tax year. To qualify for SSPP an employee must also have complied with the notification and information requirements set out within this policy.
- 14.2 SSPP is paid at a rate set by the government each year.

15 Terms and Conditions during Shared Parental Leave

- 15.1 An employee's terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

16 Annual Leave

- 16.1 During SPL annual leave will accrue. Annual leave cannot usually be carried over from one holiday year to the next.

- 16.2 This entitlement applies to all employees including term time only teachers.

16.2.1 Term Time Only Workers – In order to calculate the entitlement to annual leave it is necessary to carry out a 'Balance of Salary' calculation at the start of the SPL period and a second calculation at the end of the employee's leave period. This calculation takes into account an employee's start date with the Trust and the number of completed weeks of the academic year up to the point they start their SPL. The proportion of completed weeks will then be compared to the salary the employee has been paid for the same period. In most cases this results in a payment of a balance of salary, however, there may be instances where the salary paid exceeds the weeks which have been worked and a recovery of salary is necessary. Once an employee returns to work, a second calculation is carried out to identify whether they are entitled to a payment in respect of annual leave they have accumulated whilst on SPL (Please note: The date on which an employee starts and ends their SPL can significantly affect the balance of salary calculation. An employee should contact the Establishment's finance team to determine how this is likely to affect them).

16.2.2 Teachers – The nature of a teacher's employment with the Trust is such that their contract of employment makes no reference to an entitlement to annual leave for teachers. There is however a statutory right to a minimum of 28 days per annum under the Working Time Regulations. Periods of school closure count towards this entitlement, consequently it is unlikely that teachers returning to their posts following a period of SPL will have acquired a right to additional annual leave. It is possible that teachers who resign their post and do not return could have an outstanding balance of annual leave payable.

- 16.3 The Trust's holiday year runs from 1 September to 31 August.

- 16.4 If the holiday year is due to end during an employee's absence on SPL, the employee should ensure that they have taken their full year's entitlement before their SPL leave starts.

17 Pensions

- 17.1 For details of the implication of SPL on an employee's pension please contact the Establishment's finance team who will advise further.

18 Keeping in Touch during Shared Parental Leave

- 18.1 The Senior Leadership Team may make reasonable contact with an employee from time to time during their SPL.

- 18.2 An employee may work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during their SPL. This is in addition to any KIT days that an employee may have taken during adoption leave. The arrangements, including pay, would be set by agreement with the Head of Establishment. An employee is not obliged to undertake any such work during SPL.
- 18.3 Shortly before an employee is due to return to work, the Head of Establishment may invite an employee to have a discussion (whether in person or by telephone) about the arrangements for their return. This may cover:
- 18.3.1 updating them on any changes that have occurred during their absence;
 - 18.3.2 any training records they might have; and
 - 18.3.3 any changes to working arrangements (for example if they have made a request to work part-time).

19 Returning to Work

- 19.1 An employee is normally entitled to return to work following SPL to the same job they held before commencing leave. An employee's terms of employment shall be the same as they would have been had the employee not been absent.
- 19.2 However, if an employee has taken any period of SPL and it is not reasonably practicable to allow them to return into the same position, the Trust may give the employee another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- 19.2.1 if the employee's SPL and any adoption or paternity leave they have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
 - 19.2.2 if the employee took SPL consecutively with more than four weeks of ordinary parental leave.
- 19.3 If an employee wishes to end a period of SPL early, they must give the Head of Establishment at least eight weeks' prior written notice of the new return date. If an employee has already given three period of leave notices they will not be able to end their SPL early without the Head of Establishment's agreement.
- 19.4 If an employee wants to extend their SPL, assuming they still have unused SPL entitlement remaining, the employee must give the Head of Establishment a written period of leave notice at least eight weeks before the date they were due to return to work. If the employee has already given three period of leave notices they will not be able to extend their SPL without the Head of Establishment's agreement. An employee may instead be able to request annual leave or Ordinary Parental Leave, subject to the needs of the Trust.

20 Deciding not to Return

- 20.1 If an employee does not intend to return to work or is unsure, it is helpful if they discuss this with the Head of Establishment as early as possible. If an employee decides not to return they should submit their resignation in accordance with their contract of employment. Wherever possible, the employee should provide as much notice as possible in order to facilitate workforce planning.

20.2 Once an employee has given notice that they will not be returning to work, they will be unable to change their mind without the Head of Establishment's agreement.

21 Returning to Work Part-Time

21.1 The Head of Establishment will deal with any requests by employees to change their working patterns (such as working part-time) after SPL on a case-by-case basis. The Head of Establishment will try to accommodate an employee's wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in the Trust's Flexible Working Policy.

22 Monitoring, Evaluation and Review

22.1 The policy will be promoted and implemented throughout all Trust establishments.

22.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.

22.3 The Trust will review this policy every two years in consultation with each Trust establishment.