



Shared Parental Leave Policy

Further advice and guidance on this policy can be obtained from your HR Business Partner or the HR Helpdesk hrsupport@academiesenterprisetrust.org

Contents	Page
1. Introduction	1
2. About this policy	1
3. Frequently used terms	1
4. What is shared parental leave?	1
5. Entitlement	2
6. Opting in to shared parental leave and pay (adoption)	3
7. Opting in to shared parental leave and pay (birth)	3
8. Ending your adoption leave	4
9. Ending your partner's adoption leave or pay	4
10. Ending your partner's maternity leave or pay	4
11. Evidence of entitlement	5
12. Discussions regarding shared parental leave	5
13. Booking your SPL dates	5
14. Procedure for requesting split periods of SPL	6
15. Changing the dates or cancelling your SPL	6
16. Shared parental pay	7
17. Other terms during shared parental leave	7
18. Keeping in touch	7
19. Returning to work	7
20. Miscarriage	8
21. Redundancies during maternity leave	9
22. Annual Leave for support staff	9
23. Rest facilities and breastfeeding	9
Appendix A - Notice to Opt-In to Shared Parental Leave (adoption)	10
Appendix B - Notice to Opt-In to Shared Parental Leave (Birth)	14
Appendix C - Ending Adoption Leave Early (Curtailed Notice) - adoption	18
Appendix D - Ending maternity leave early (Curtailed Notice) - birth	19
Appendix E - Notice of Dates for Shared Parental Leave – birth	22
Appendix F - Notice of Dates for Shared Parental Leave – adoption	24
Appendix G - Shared Parental Leave - the process	26

1. INTRODUCTION

This policy has been agreed following consultation with our recognised trade unions and does not form part of any employee's contract of employment and it may be amended at any time, subject to further consultation in accordance with the recognition agreement.

2. ABOUT THIS POLICY

This policy outlines the arrangements for shared parental leave and pay in relation to the adoption of a child or the birth of a child. If you or your partner are pregnant or have given birth please see the Shared Parental Leave (Birth) Policy instead.

This policy applies to employees. It does not apply to agency workers or self-employed contractors.

3. FREQUENTLY USED TERMS

The definitions in this paragraph apply in this policy.

Adoption

Partner: your spouse, civil partner or someone living with you in an enduring family relationship at the time the child is placed for adoption, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Qualifying Week: the week the adoption agency notifies you that you have been matched with a child for adoption.

Maternity

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Parent: One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).

Partner: spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Qualifying Week: the fifteenth week before the expected week of childbirth.

4. WHAT IS SHARED PARENTAL LEAVE?

Shared parental leave (SPL) gives you and your partner more flexibility in how to share the care of your child in the first year after birth than simply taking adoption and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block. SPL must end no later than one year after the birth of a child and any SPL not taken by the child's first birthday is lost.

5. ENTITLEMENT

You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption, or you intend to share the main responsibility for the care of your child with your partner.

The following conditions must be fulfilled:

- you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- your 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;
- you and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or statutory adoption pay (SAP).

Either you or your partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.

You are entitled to SPL in relation to the birth of a child if:

- you are the child's mother, and share the main responsibility for the care of the child with the child's father (or your partner, if the father is not your partner);
- you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

The following conditions must also be fulfilled:

- you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings as indicated in the regulations; and
- you and the other parent must give to the respective employers the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods.

The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

If you are the mother you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after the birth.

The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption leave).

6. OPTING IN TO SHARED PARENTAL LEAVE AND PAY (ADOPTION)

Not less than eight weeks before the date you intend your SPL to start, you must give us an Opt-In Notice (Appendix A) which includes:

- your name and your partner's name;
- if you are taking adoption leave, your adoption leave start and end dates;
- if you are not taking adoption leave, your partner's adoption leave start and end dates, or if your partner is not entitled to adoption leave, the start and end dates of their SAP;
- the total SPL available, which is 52 weeks minus the number of weeks adoption leave or SAP taken or to be taken by you or your partner;
- how many weeks of the available SPL will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of SAP taken or to be taken);
- how many weeks of the available ShPP will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- an indication of the pattern of leave you 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 please give as much information as you can about your future intentions; and
- declarations by you and your partner that you both meet the statutory conditions to enable you to take SPL and ShPP (see Appendix A).

7. OPTING IN TO SHARED PARENTAL LEAVE AND PAY (BIRTH)

Not less than eight weeks before the date you intend your SPL to start, you must give us a written Notice to Opt-In to Shared Parental Leave scheme (Appendix B) giving:

- your full name and the full name of the other parent;
- if you are the child's mother, the start and end dates of your maternity leave;
- if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
- 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 will be allocated to you and how many to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);
- how many weeks of available SPL will be allocated to you and how many to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- an indication of the pattern of leave you 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 please give as much information as you can about your future intentions; and
- declarations by you and the other parent that you meet the statutory requirements for SPL.

8. ENDING YOUR ADOPTION LEAVE

If you are taking or intend to take adoption/maternity leave and want to opt into the SPL scheme, you must give us at least eight weeks written notice to end your adoption/maternity leave early (a curtailment notice) (Appendix C/D). The notice must state the date your adoption/maternity leave will end. You can give the notice before or after adoption/maternity leave starts, but you must take at least two weeks adoption leave or maternity leave cannot start until at least 2 weeks after birth.

You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 6/7) or a written declaration that your partner has given their employer an opt-in notice and that you have given the necessary declarations in that notice.

If your partner is eligible to take SPL from their employer they cannot start it until you have given us your curtailment notice.

The curtailment notice is binding on you and cannot usually be revoked. You can only revoke a curtailment notice if your adoption/maternity leave has not yet ended and one of the following applies:

- if you realise that neither you nor your partner are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
- if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
- if your partner has died.

Once you have revoked a curtailment notice you will be unable to opt back in to the SPL scheme.

9. ENDING YOUR PARTNER'S ADOPTION LEAVE OR PAY

If your partner is taking adoption leave or claiming SAP from their employer, you will only be able to take SPL once your partner has either:

- returned to work;
- given their employer a curtailment notice to end adoption leave; or
- given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

10. ENDING YOUR PARTNER'S MATERNITY LEAVE OR PAY

If you are not the mother and she is still on maternity leave or claiming SMP or MA, you will only be able to take SPL once the mother 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 an ending maternity early (curtailment notice) to end her MA (if she is not entitled to maternity or SMP).

11. EVIDENCE OF ENTITLEMENT

You must provide on request:

- one or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
- 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); and
- the name and address of your partner's employer (or a declaration that they have no employer).

12. DISCUSSIONS REGARDING SHARED PARENTAL LEAVE

If you are considering taking SPL you are encouraged to contact your line manager to arrange an informal discussion as early as possible regarding your potential entitlement, to talk about your plans and to enable us to support you.

Your line manager may upon receiving a notification of entitlement to take SPL seek to arrange an informal discussion with you to talk about your intentions and how you expect to use your SPL entitlement.

Upon receiving a notice of entitlement and intention to take SPL form (Appendix A/B), we will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave (a period of a number of weeks taken in a single unbroken period of leave), or where a request for discontinuous leave (where you intend to return to work between periods of leave) can without further discussion be approved, a meeting may not be necessary.

Where a meeting is arranged it will take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then a discussion may take place over the telephone.

At the meeting you may, if you wish, be accompanied by a workplace colleague or a trade union representative.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while you are away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a different arrangement would be agreeable to you and us and what the outcome may be if no agreement is reached.

13. BOOKING YOUR SPL DATES

Having opted into the SPL system you will need to give Notice of Dates for SPL (Appendix E/F) telling us the start and end dates of your leave. This can be given at the same time as your opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your Notice of Dates for SPL the dates on which you intend to claim shared parental pay ('ShPP'), if applicable.

If your Notice of Dates for SPL (Appendix E/F) gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.

You can submit up to three Notices of Dates for SPL (Appendix E/F). This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or

cancel a period of leave this will in most cases count as a further Notice of Dates for SPL (Appendix E/F).

14. PROCEDURE FOR REQUESTING SPLIT PERIODS OF SPL

In general, a Notice of Dates for SPL (Appendix E/F) should set out a single continuous block of leave. We may, in some cases, be willing to consider a Notice of Dates for SPL where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best to discuss this with your line manager in advance of submitting any Notice of Dates for SPL (Appendix E/F). This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

You must submit a Notice of Dates for SPL (Appendix E/F) setting out the requested pattern of leave at least eight weeks before the requested start date. If we are unable to agree to your request straight away, there will be a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:

- choose a new start date (which must be at least eight weeks after your original Notice of Dates for SPL (Appendix E/F) was given), and tell us within five days of the end of the two-week discussion period; or
- withdraw your Notice of Dates of SPL (Appendix E/F) within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

15. CHANGING THE DATES OR CANCELLING YOUR SPL

You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the Notice of Dates of SPL (Appendix E/F)

You can change the start date for a period of leave, or the length of the period of leave, by notifying us in writing at least eight weeks before the original start date and the new start date.

You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date and the new end date.

You can change split periods of leave into a single continuous period of leave by notifying us in writing at least eight weeks before the start date of the first period.

You can request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between. We will consider any such request as set out in paragraph 12 above.

A notice to change or cancel a period of leave will count as one of your three Notices of Dates for SPL (Appendix E/F), unless:

- the variation is a result of the child being placed with you/born earlier or later than the expected date;
- the variation is at our request; or
- we agree otherwise.

16. SHARED PARENTAL PAY

You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SAP/SMP/MA claimed by you or your partner) if you have at least 26 weeks continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

17. OTHER TERMS DURING SHARED PARENTAL LEAVE

Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.

If you are a member of the employer's pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform us that you wish to make up any shortfall.

18. KEEPING IN TOUCH

We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may ask or be given the opportunity to work (including attending training) on up to 20 "shared parental leave in touch" days ('SPLIT' days) during your SPL. This is in addition to any KIT (keeping in touch) days that you may have taken during adoption/maternity leave. SPLIT/KIT days are not compulsory and must be discussed and agreed between the Group and the employee. Any SPLIT days worked do not extend the period of SPL. You will be paid at your normal basic rate of pay for time spent working on a SPLIT day and this will be inclusive of any shared parental pay entitlement.

19. RETURNING TO WORK

If you want to end a period of SPL early, you must give us eight weeks prior written notice of the new return date. This should be addressed to the Principal/Professional Services Line Manager. If you have already given us three Notices of Dates for SPL (Appendix E/F) you will not be able to end your SPL early without our agreement.

If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written notice at least eight weeks before the date you were due to return to work. If you have already submitted three Notices of Dates for SPL (Appendix E/F) you will not be able to extend your SPL without our agreement. If you are unable to request more SPL, you may instead be able to request annual leave or ordinary parental leave, subject to the needs of the business.

You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

- if your SPL and any adoption/maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or

- if you took SPL consecutively with more than four weeks of ordinary parental leave.

If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

20. MISCARRIAGE

Before 24 weeks:

Any subsequent absence following a miscarriage (occurring at any time up to 24 weeks of pregnancy) will need to be treated as sick leave and normal sick leave/pay arrangements will apply. The employee will naturally be distressed, so particular care must be taken about insisting on the normal sickness absence reporting procedures.

Following a miscarriage when the employee is certificated by her GP as being fit to return to work, a proper risk assessment should be carried out. A risk assessment in these circumstances will be slightly different in as much as it should relate to any suspected cause of the miscarriage and the employee's state of health and mind given the nature of her work. Proper consultation with the employee is vital in this context, and the help of Occupational Health or her own GP should be sought.

After 24 weeks, stillbirth or death occurring soon after birth:

Once 24 weeks of pregnancy have passed, an employee suffering a miscarriage, stillbirth or the loss of a young baby will be covered by normal maternity rights. If maternity leave has not commenced, these circumstances will trigger the maternity leave and the employee will start her leave from the day on which miscarriage occurred.

The employer should assume that the employee will take the leave that she originally planned. If, however, the employee wishes to return early she will be required to give 21 days' notice of her early return.

A return to work at any stage where a miscarriage, stillbirth or death has occurred will need to be handled sensitively, and careful risk assessments must be carried out.

Partner's Rights

The employee's partner will be entitled to some time off under the provision in the time off for dependents legislation; this enables employees to take reasonable time off to 'provide assistance when a dependent falls ill or gives birth'. This right does not require a service qualification and is unpaid, unless the Academy decides to pay the employee under the Academy's leave of absence policy.

Given the nature of a miscarriage at a late stage, a stillbirth or a death, it is quite possible that the partner will be suffering considerable anxiety, in which case s/he may obtain a medical certificate from her/his GP. In this case, normal sick leave/pay arrangements will apply. A sensitive risk assessment should be carried out on return to work and the use of any available counselling services should be flagged up.

21. REDUNDANCIES DURING MATERNITY LEAVE

If redundancies are declared whilst an employee is on maternity leave and the employee is in the pool for selection, she has the first right to any suitable alternative employment. Further guidance can be found in the model Redundancy Procedure.

22. ANNUAL LEAVE FOR SUPPORT STAFF

Whilst on maternity leave, annual leave accrues in accordance with the contract of employment. Any bank holidays or fixed extra statutory days that fall during the period of OML are added to the annual leave entitlement. Annual leave will accrue during AML but there is no right to bank holidays or fixed extra statutory days during this period.

For employees on term-time only contracts, accrued annual leave will be calculated and paid (as a lump sum) at the end of the maternity leave period, the actual leave being taken during future Academy closure periods, in line with normal leave arrangements.

23. REST FACILITIES AND BREASTFEEDING

Health and Safety Regulations (Reg.25 [4] of the Workplace (Health, Safety and Welfare) Regulations 1992) require employers to provide facilities for breastfeeding mothers to rest and to provide adequate rest and meal breaks. It is also considered good practice to provide a private room for nursing mothers to express and store breast milk. The toilets are not 'adequate facilities' for this purpose.

An employee can make a flexible working request to ask for a temporary alteration to working hours to enable her to breastfeed or express milk at work. Refusing a flexible working request to accommodate breastfeeding, without being able to show one of the statutory exemptions applies, could amount to unlawful sex discrimination.

Preventing breastfeeding may also breach public-authority employees' right to respect for private and family life under the European Convention on Human Rights.

Notice to Opt-In to Shared Parental Leave (adoption).

Use this form to opt in to the shared parental leave scheme following the placement of a child for adoption.

A separate form is available for birth parents. Please see our Shared Parental Leave Policy for more information.

If you are the child's adopter you must also submit a signed Ending Adoption Leave Early (curtailment notice) (Appendix C) to bring your adoption leave entitlement to an end.

Please discuss this form, in particular the dates in sections B and C, with your line manager before completing it.

Section A: Basic information	
Guidance notes. Shared parental leave may be shared between a child's adopter and his/her Partner. Both parties must expect to share the main responsibility for the child's upbringing. "Partner" means the adopter's spouse, civil partner, or other person living with the adopter in an enduring family relationship, but who is not the adopter's sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.	
A1	Employee's name
A2	I am the child's adopter or the Partner of the child's adopter. (*delete as appropriate)
A3	Child's expected week of placement for adoption
A4	Child's actual date of birth (if known)
A5	Child's place of birth (if known)
A6	Child's name (if known)

Section B: Adoption leave, statutory adoption pay	
Guidance notes. If you are the adopter, please give your adoption leave (AL) dates below. If you are still on AL you must also submit an Ending Adoption Leave Early (curtailment notice) (Appendix C) to bring your AL to an end. If you are the adopter's Partner, please give the adopter's AL dates. If your Partner is not entitled to statutory AL, give the dates your Partner started and ended (or will end) her statutory adoption pay (SAP) period as applicable. The adopter must give the employer notice to curtail the AL period.	
B1	AL/SAP start date
B2	AL/SAP end date
B3	Total AL / SAP (weeks)

Section C: Shared parental leave	
Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the adopter's AL period (see B3). The first period of shared parental leave cannot start until at least eight weeks after you submit this opt-in notice.	
C1	Total SPL available (whole weeks).
C2	Number of whole weeks' SPL intended to be taken by you.
C3	Number of whole weeks' SPL intended

	to be taken by the person you will share SPL with.	
C4	Indication of dates you would like to take shared parental leave.	
C5	The dates in C4 will be treated as a non-binding until a Notice of Dates for Shared Parental Leave (Appendix C) is given.	

Section D: Statutory shared parental pay

Guidance notes. The total statutory shared parental pay (SSPP) available is 39 weeks minus the adopter's AL period (see B3).

D1	Total SSPP available (whole weeks).	
D2	Number of whole weeks' SSPP intended to be taken by child's adopter.	
D3	Number of whole weeks' SSPP intended to be taken by child's adopter's partner.	
D4	Indication of dates you would like to take SSPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take SSPP is given. (Appendix A - adoption) If you want to treat this notice as a notice to take SSPP on the dates given in D4 tick here.	

Section E: Employee's declaration	
Guidance notes. "Child" means the child referred to in Section A. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew. Please tick as appropriate.	
	I am the child's adopter and I am entitled to statutory AL. I have submitted an Ending Adoption Leave Early (Curtailed Notice) (Appendix C – adoption) (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).
	<i>Or</i> I am the child's adopter's Partner.
	I had at least 26 weeks' continuous employment in the week in which I was notified of having been matched with a child for adoption and have remained continuously employed since then.
	My normal weekly earnings in the eight-week period ending with the 15th week before the week in which the adopter is notified of being matched with a child is not less than the lower earnings limit.
	I expect to share the main responsibility for the care of the child with the person who has completed Section F.
	I intend to care for the child during each week that I am on shared parental leave and receiving SSPP.
	I will immediately inform my line manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or SSPP.
The information I have given in this notice is accurate.	
Signed Print name:	
Date	

Section F: Declaration by person taking shared parental leave with employee	
<p>Guidance notes. "The employee" and "the child" are the employee and child referred to in Section A. If the employee is the child's adopter, you must be the adopter's Partner. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.</p>	
Name	
Address	
National Insurance number	
Your employer's name and address (if employed) or your business address if self-employed.	
Please tick as appropriate	
<input type="checkbox"/>	I am the adopter of the child and I am (or was) entitled to AL. I have curtailed my AL and SAP, or will have done so by the time your employee starts parental leave.
<input type="checkbox"/>	Or I am the Partner of the child's adopter.
<input type="checkbox"/>	I expect to share the main responsibility for the care of the child with your employee.
<input type="checkbox"/>	I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the week I/your employee is notified of being matched with a child.
<input type="checkbox"/>	My average weekly earnings are at least the current regulatory amount, taking the 13 highest-earning weeks in the 66 weeks immediately before the week I/your employee is notified of being matched with a child.
<input type="checkbox"/>	I consent to your employee taking shared parental leave and claiming SSPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.
I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.	
Signed Print name: Date	

Notice to Opt-In to Shared Parental Leave (Birth)

Use this form to opt in to the shared parental leave scheme following the birth of a child. A separate form is available for adoptive parents. Please see our Shared Parental Leave Policy for more information.

If you are the child's mother you must also submit a signed **Notice to End Maternity Leave Early (Curtailment Notice)** Appendix D) to bring your maternity leave entitlement to an end. Please discuss this form, in particular the dates in sections B and C, with your line manager before completing it.

Section A: Basic information	
Guidance notes. Shared parental leave may be shared between a child's mother and either the child's father or the person who, at the date of the child's birth, is her partner. Both parties must expect to share the main responsibility for the child's upbringing. "Partner" means the mother's spouse, civil partner, or other person living with her in an enduring family relationship, but who is not her sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.	
A1	Employee's name
A2	Please state whether you are: the child's mother the child's father the mother's partner
A3	Child's expected week of birth
A4	Child's actual date of birth (if known)
A5	Child's place of birth (if known)
A6	Child's name (if known)

Section B: Maternity leave, statutory maternity pay or maternity allowance	
Guidance notes. If you are the mother, please give your maternity leave (ML) dates below. If you are still on ML you must also submit an Ending Maternity Leave Early (curtailment notice) to bring your ML to an end. If you are the child's father or the mother's partner, please give the mother's ML dates. If she is not entitled to statutory ML (for example, because she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML or SMP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.	
B1	ML / SMP / MA start date
B2	ML / SMP / MA end date
B3	Total ML / SMP / MA (weeks)

Page 2 of 4

Section C: Shared parental leave	
Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the mother's ML, SMP, or MA period (see B3). The first period of shared parental leave cannot start until at least two weeks after the child is born and at least eight weeks after you submit this opt-in notice.	
C1	Total SPL available (whole weeks).
C2	Number of whole weeks' SPL intended to be taken by you.
C3	Number of whole weeks' SPL intended to be taken by the person you will

	share SPL with.	
C4	Indication of dates you would like to take shared parental leave.	
C5	The dates in C4 will be treated as a non-binding until a period of leave notice is given.	

Section D: Statutory shared parental pay

Guidance notes. The total statutory shared parental pay (SSPP) available is 39 weeks minus the mother's SMP or MA period (see B3).

D1	Total SSPP available (whole weeks).	
D2	Number of whole weeks' SSPP intended to be taken by child's mother.	
D3	Number of whole weeks' SSPP intended to be taken by child's father/mother's partner.	
D4	Indication of dates you wish to take SSPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take SSPP is given. (Notice to End Maternity Leave Early (Curtailment Notice) Appendix D) If you want to treat this notice as a notice to take SSPP on the dates given in D4 tick here.	

Section E: Employee's declaration

Guidance notes. "Child" means the child referred to in Section A. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

Please tick as appropriate

	I am the child's mother and I am entitled to statutory ML. I have submitted an Ending Maternity Leave Early (Curtailment Notice) (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).
	Or I am the child's father or the child's mother's partner.
	I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.
	My normal weekly earnings in the eight-week period ending with the 15th week before the EWC were not less than the lower earnings limit as indicated in the regulations (<i>delete if not applicable</i>)
	I expect to share the main responsibility for the care of the child with the person who has completed Section F.
	I intend to care for the child during each week that I am on shared parental leave and receiving SSPP.
	I will immediately inform my line manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or SSPP.
The information I have given in this notice is accurate.	

Signed**Print name:**
Date

Section F: Declaration by person taking shared parental leave with employee	
Guidance notes. "The employee" and "the child" are the employee and child referred to in Section A. If the employee is the child's mother, you must be the child's father or the mother's partner. If the employee is not the child's mother, you must be the child's mother. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.	
Name	
National Insurance number	
Address	
Your employer's name and address (if employed) or your business address if self-employed.	
Please tick as appropriate	
<input type="checkbox"/>	I am the mother of the child and I am (or was) entitled to ML, SMP or MA. I have curtailed my ML, SMP or MA, or will have done so by the time your employee starts parental leave.
<input type="checkbox"/>	<i>Or I am the child's father.</i>
<input type="checkbox"/>	<i>Or I am the partner of the child's mother.</i>
<input type="checkbox"/>	I expect to share the main responsibility for the care of the child with your employee.
<input type="checkbox"/>	I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the EWC.
<input type="checkbox"/>	My average weekly earnings are at in accordance with the limits specified in the regulations (2015 is at least £30, taking the 13 highest-earning weeks in the 66 weeks immediately before the EWC).
<input type="checkbox"/>	I consent to your employee taking shared parental leave and claiming SSPP as set out in this notice and will immediately inform him/her if I cease to satisfy any of the conditions in this declaration.
I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.	
Signed Print name:	
Date	

**Appendix C:
Ending Adoption Leave Early (Curtailment Notice) - adoption**

I wish my adoption leave period to end early on:

Insert date _____ ('the Adoption Leave Curtailment Date').

I confirm that the above date is:

Please tick

At least 8 weeks after the date on which I signed and dated this Ending Adoption Leave Early (Curtailment Notice) and provided a copy to my employer	
I understand that this Ending Adoption Leave Early (Curtailment Notice) is binding and cannot be revoked (subject to limited circumstances in paragraph 7 of the Shared Parental Leave policy).	

I confirm that a copy of this Ending Adoption Leave Early (Curtailment Notice) has been provided

to my line manager. Insert name _____

Signed:

Print Name:

Date:

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

**Appendix D:
Ending maternity leave early (Curtailement Notice) - birth**

I wish my ordinary/additional maternity leave period to end early on:

Insert date _____ ('the Maternity Leave Curtailement Date').

I confirm that the above date is:

At least 1 day after the end of the compulsory maternity leave period (2 weeks after the birth of my child);	
At least 8 weeks after the date on which I signed and dated this Ending Maternity Leave Early (Curtailement Notice) and provided a copy to [insert role / my line manager/office of person at the Employer	
I confirm that the Maternity Leave Curtailement Date is at least 1 week before the last day of my additional maternity leave period.	
I understand that if this Ending Maternity Leave Early (Curtailement Notice) is submitted to my line manager after the birth of my child/children it is binding. (see paragraph 7 of the Shared Parental Leave policy).	
I understand that if this Ending Maternity Leave Early (Curtailement Notice) is submitted to my line manager prior to the birth of my child/children then I am able to revoke this notice up to six weeks after the birth.	

I confirm that a copy of this Ending Maternity Leave Early (Curtailement Notice) has been provided to my line manager: insert name _____

Signed:

Print Name:

Date:

Model Appendix C: Period of Leave Notice - adoption

1. I understand that I may not submit a period of leave notice unless this is accompanied by a notice of entitlement and intention to take SPL (Appendix A - adoption).
2. I understand that I may not request SPL with a start or end date which is outside the period in which SPL may be taken. This is within the period which begins on the date

my child is placed for adoption and ends the day before the first anniversary of the date on which my child was placed for adoption.

3. I understand that SPL must be taken in multiples of complete weeks, as one continuous period or up to three discontinuous periods. The minimum period of SPL which may be taken is one week.
4. I understand that I may give a total of three periods of leave notices, (including variation notices). The following notices do not count towards the three permitted notices:
 - a A period of leave notice requesting discontinuous period of SPL which is withdrawn by me on or before fifteenth day after the notice was given.
 - b A variation notice given as a result of the child being placed with me earlier or later than the expected placement date.
 - c A variation notice given in response to a request from the school that I vary a period of leave.
 - d We agree otherwise.
5. I confirm that I would like to take shared parental leave (SPL) and the dates requested are below.

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I confirm that **Notice to Opt-In to Shared Parental Leave** (Appendix B) accompanies this form.
- B I confirm that I have already presented a **Notice to Opt-In to Shared Parental Leave** (Appendix B) to my line manager.

Signed: _____ Print name: _____

Date: _____

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix E:

Notice of Dates for Shared Parental Leave – birth

- 1 I understand that I may not request SPL with a start or end date which is outside the period in which SPL may be taken. This is within the period which begins on the date my child is born and ends the day before my child's first birthday. If dates are requested prior to the birth of your child then you may include a start date which is expressed to be on the day on which your child is born, or a number of days following your child's birth, or the form may contain an end date expressed as a number of days following the date of the child's birth.
- 2 I understand that SPL must be taken in multiples of complete weeks, as one continuous period or up to three discontinuous periods. The minimum period of SPL which may be taken is one week.
- 3 I understand that I may give a total of three Notice of Dates for Shared Parental Leave, (including variation notices). The following notices do not count towards the three permitted notices:
 - a. A Notice of Dates for Shared Parental Leave requesting discontinuous period for SPL which is withdrawn by me on or before fifteenth day after the notice was given.
 - b. A variation notice given as the result of my child being born earlier or later than the expected week of confinement.
 - c. A variation notice given in response to a request from the school that I vary a period of leave.
 - d. Where we agree otherwise
- 4 I confirm that I would like to take shared parental leave (SPL) and the dates/s requested are:

Start Date	End Date

Please tick A or B

A I intend to claim shared parental leave pay for these dates

B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

A I intend to claim shared parental leave pay for these dates

B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

A I intend to claim shared parental leave pay for these dates

B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

A I confirm that **Notice to Opt-In to Shared Parental Leave** (Appendix B) accompanies this form.

B I confirm that I have already presented a **Notice to Opt-In to Shared Parental Leave** (Appendix B) to my line manager.

Signed:

Print name:

Dated:

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix F:

Notice of Dates for Shared Parental Leave – adoption

1. I understand that I may not submit a period of leave notice unless this is accompanied by a notice of entitlement and intention to take SPL (Appendix A - adoption).
2. I understand that I may not request SPL with a start or end date which is outside the period in which SPL may be taken. This is within the period which begins on the date my child is placed for adoption and ends the day before the first anniversary of the date on which my child was placed for adoption.
3. I understand that SPL must be taken in multiples of complete weeks, as one continuous period or up to three discontinuous periods. The minimum period of SPL which may be taken is one week.
4. I understand that I may give a total of three periods of leave notices, (including variation notices). The following notices do not count towards the three permitted notices:
 - a A period of leave notice requesting discontinuous period of SPL which is withdrawn by me on or before fifteenth day after the notice was given.
 - b A variation notice given as a result of the child being placed with me earlier or later than the expected placement date.
 - c A variation notice given in response to a request from the school that I vary a period of leave.
 - d We agree otherwise.
5. I confirm that I would like to take shared parental leave (SPL) and the dates requested are below.

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I intend to claim shared parental leave pay for these dates
- B I do not intend to claim shared parental leave pay for these dates

Start Date	End Date

Please tick A or B

- A I confirm that **Notice to Opt-In to Shared Parental Leave** (Appendix A) accompanies this form.
- B I confirm that I have already presented a **Notice to Opt-In to Shared Parental Leave** (Appendix A) to my line manager.

Signed: _____ Print name: _____

Date: _____

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix G:

Shared Parental Leave - the process

