

Shared Parental Leave Policy

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Date Employment Committee gave authorisation for changes (where necessary)

Change History

Version	Date	Description	Changes made by
1.1	July 2023	Changes to policy, changed terminology from mother/adopter to birth parent/primary adopter, checked legal terms – all up to date, inserted link to flexible working policy	
1.0	1 April 2018	Creation and Implementation of policy	

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BRACKNELL FOREST COUNCIL SHARED PARENTAL LEAVE POLICY

1 INTRODUCTION

Shared Parental Leave enables birth parents/ primary adopters to end their maternity leave and pay in order to share the untaken balance of leave and pay as Shared Parental Leave and pay with their partner or to return to work early from maternity or adoption leave and opt in to shared parental leave/pay at a later date.

Shared Parental Leave replaces additional paternity leave and pay.

2 EQUALITY

At Bracknell Forest Council we are committed to encouraging equality, diversity and inclusion amongst our workforce, and eliminating unlawful discrimination. We want everyone that works for us to feel that their individuality is respected, and their unique contributions are valued.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The Council - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

3 PURPOSE

The Shared Parental Leave Policy sets out the Council's procedure to be followed to request Shared Parental Leave and/or pay.

The Council's policy exists to ensure that all requests are managed effectively and fairly and in line with legislative requirements.

4 PRINCIPLES

This policy is based on the following general principles:

- The entitlement to shared parental leave and pay is in line with the entitlements to maternity/adoption leave and pay.
- The birth parent/primary adopter and partner meet the eligibility criteria.

5 SCOPE

This procedure applies to all employees of Bracknell Forest Council, with the exception of:

- School based staff (see separate School policy)
- Individuals undertaking casual work.

6 ELIGIBILITY

ELIGIBILITY FOR SHARED PARENTAL LEAVE (SPL)

6.1 For employees to be eligible to take SPL, both parents must meet the following eligibility requirements. Only one parent/adopter/carer needs to be employed by the Council for this to apply

The birth parent is eligible for SPL if they:

- have, at the date of the child's birth/placement date, the main responsibility, apart from the partner, for the care of the child;
- qualify for statutory maternity/adoption leave **OR** statutory maternity/adoption pay or maternity allowance;
- give the relevant maternity/adoption leave curtailment and shared parental leave notice and evidence;
- still be working for the Council at the start of each period of the SPL;
- have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date.

6.2 The partner is eligible for shared parental leave if they:

- have, at the date of the child's birth/placement date, the main responsibility, apart from the birth parent/primary adopter, for the care of the child;
- comply with the relevant shared parental leave notice and evidence requirements;
- there is no qualifying service for this leave, but to qualify for pay they must in the 66 weeks leading up to the child's expected due date have worked for at least 26 weeks and earned an average, currently of at least £30 a week in any 13 of those weeks.

ELIGIBILITY FOR SHARED PARENTAL PAY (SHPP)

6.3 The employee has already established that they meet the eligibility requirements for SPL. An employee seeking to claim ShPP must also:

- intend to care for the child during the week/s in which ShPP is payable;
- give proper notification in accordance with this Policy.

7 AMOUNT/FREQUENCY OF SHARED PARENTAL LEAVE

7.1 Eligible parents can get up to 50 weeks of SPL and up to 37 weeks ShPP

7.2. The birth parent must take the minimum of two weeks compulsory maternity leave following the birth and the primary adopter must take at least two weeks of adoption leave.

- 7.3 The amount of shared parental leave to which an individual is entitled will depend on how much maternity leave the birth parent has taken OR how much adoption leave the primary adopter has taken.
- 7.4 An employee taking shared parental leave can split their leave into **a maximum of three** separate blocks instead of taking it all in one go, even if they are not sharing the leave with their partner. **Shared parental leave must be taken in blocks of at least one week.** Notices can be submitted one at a time or all at the same time.
- 7.5 Employees can request to take SPL in
- a) *Continuous blocks of leave notifications:* An employee has the right to take a continuous block of leave so long as it does not exceed the total number of weeks of SPL available to them and the employer has been given at least eight weeks' notice. The manager cannot refuse this request.
- OR
- b) *Discontinuous blocks of leave notifications:* A single notification may instead contain a request for a pattern of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement to work every other week for a period of three months).
- The Council will consider a discontinuous blocks of leave notification but reserves the right to refuse the request. If the leave pattern is refused, the employee can either withdraw the request within 15 days of giving it or can take the leave in a single continuous block.
- 7.6 All 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.
- 7.7 A period of SPL can be taken at any time from the date of the child's birth/placement (but partners are still entitled to take up to two weeks' ordinary paternity leave following the birth/date of placement of a child under the current paternity policy).
- 7.8 The partner can take shared parental leave simultaneously while the birth parent/ primary adopter is still on maternity / adoption leave, but this counts towards the total amount of leave available.
- 7.9 Any shared parental leave not taken by the first birthday or first anniversary of placement for adoption will be lost.

8 NOTICE REQUIREMENTS FOR SHARED PARENTAL LEAVE

8.1 The employee is required to give at least eight weeks' notice, before the intended start date of each SPL 'leave' period, and produce three types of information to support the request:

1. The curtailment notice of the birth parent/primary adopter's maternity/adoption leave for themselves and their partner to access SPL
2. Provide the Council with provisional dates for leave.
3. Provide the Council with confirmed leave dates which become a binding agreement.

There are three main forms (known as Notices) to use

- **The Curtailment Notice - ([Appendix A](#))** - This notice is to inform the council that the birth parent/primary adopter wishes their maternity/adoption leave and pay (or just your maternity pay if you are no longer in employment) to end, in order that the person who shares main responsibility to care for the child can take SPL. However, it does state the intention to surrender the maternity/adoption leave entitlements and change to an SPL basis. The partner/other parent is not entitled to take shared parental leave until the birth parent/primary adopter has submitted this notice of curtailment.

Or use:

- **The Curtailment Notice combined with notice of entitlement and intention - ([Appendix B](#))** from the employee giving an initial, non-binding indication of dates required for each period of SPL and includes a declaration from both parents/carers/adopters, that they meet the eligibility requirements.

And:

- **A Period of Leave notice** - ([Appendix C](#)) from the employee which sets out the start and end dates of each period of SPL that they are requesting. Unlike the earlier notices which are indications, this is binding for the dates given.

Forms required to make variations or cancellations are also available below.

9 CURTAILMENT NOTICE- ([APPENDIX A](#))

9.1 Before the parties can take SPL, the birth parent/adopter must either return to work before the end of their maternity/adoption leave or provide a maternity/adoption leave curtailment notice, which is in writing and states the date when the maternity/adoption leave will end.

This date must be:

- after the two week compulsory maternity leave period or two week adoption leave;
- at least eight weeks after the date on which the curtailment notice has been given in;
- at least one week before the 52 weeks of maternity/adoption leave is due to end.

9.2 Withdrawal of maternity/adoption leave curtailment notice

The birth parent/primary adopter can withdraw their curtailment notice providing that they give eight weeks notice, it may be set aside for the following reasons;

- If the maternity leave curtailment notice was given before the birth/placement of the child and the birth parent/primary adopter withdraws that notice within six weeks of the child's birth/placement; or
- If the other parent/carer/adopter has died; or
- In any other circumstance where there are significant difficult personal circumstances such a request will not be unreasonably refused.

10 CURTAILMENT NOTICE, COMBINED WITH NOTICE OF ENTITLEMENT AND INTENTION TO TAKE SHARED PARENTAL LEAVE [APPENDIX B](#)

10.1 Part of the eligibility criteria requires the employee to provide the Council with correct notification. It must be in writing and include each of the following:

- the name of the employee;
- the name of the other parent/carer/adopter;
- 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 date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL each parent/carer/adopter intends to take;

- an indication of when the employee expects to take the leave.

10.2 It also includes a signed declaration from the employee stating:

- that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information they have given is accurate;
- if they are not the birth parent/adopter they must confirm that they are either the child's biological parent or the spouse, civil partner or partner of the birth parent/ primary adopter;
- that should they cease to be eligible they will immediately inform the Council.

10.4 It also includes with a signed declaration from their partner confirming:

- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the birth parent/primary adopter of the child or they are the child's biological parent or are the spouse, civil partner or partner of the birth parent/primary adopter;
- that they satisfy the 'employment and earnings test' and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of SPL that the employee intends to take;
- that they consent to the Council processing the information contained in the declaration form; and
- (in the case where the partner is the birth parent/primary adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

10.5 It must have evidence of eligibility attached as follows or provided within 14 days of the request –

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

11 NOTICE OF VARIATION OR CANCELLATION OF ENTITLEMENT AND INTENTION TO TAKE SPL – (HAVING PREVIOUSLY SUBMITTED A 'NOTICE OF ENTITLEMENT AND INTENTION TO TAKE SPL') – ([APPENDIX C](#))

11.1 The employee can vary or cancel their proposed SPL provided that they provide the Council with a written notice. The written notice must contain:

- an indication as to when the employee now intends to take shared parental leave;
- details of any periods of leave that have been notified already;

- details of any periods of statutory shared parental pay that have been already and are now being changed or cancelled;
- a declaration signed by the birth parent and the partner that they agree to the variation.

11.2 There is no limit on the number of variations of notice of entitlement and intention that the employee can make.

12 PERIOD OF LEAVE NOTICE – THIS IS BINDING – ([APPENDIX D](#))

12.1 In addition to the above an employee must complete this notice as confirmation they wish to take a period of SPL again stating the specific dates required. They must have previously submitted a notice of entitlement and intention to take leave form. This Notice will be a binding agreement.

12.2 A period of leave notice must be given at least eight weeks before the start date of the first period of shared parental leave requested in the notice.

13 PERIOD OF LEAVE VARIATION OR CANCELLATION OF NOTICE – (HAVING PREVIOUSLY SUBMITTED A ‘PERIOD OF LEAVE NOTICE’) – ([APPENDIX E](#))

13.1 The employee can vary or cancel their proposed SPL dates following the submission of a ‘period of leave notice’, provided that they provide the Council with a written notice not less than eight weeks before any period of leave varied or cancelled by the notice is due to commence. This variation will count as one of the employee’s three periods of leave.

The written notice can:

- vary the start date or the end date of any period of shared parental leave or cancel a request for leave;
- request that a continuous period of leave become discontinuous periods of leave; or
- request that discontinuous periods of leave become a continuous period of leave.

14 LIMIT ON NUMBER OF REQUESTS FOR LEAVE

14.1 The employee has the right to submit three notifications specifying leave periods they are intending to take.

14.2 If the employee submits a period of leave notice requesting one continuous period of leave, they will be entitled to take that period of leave.

14.3 If the employee submits a period of leave notice requesting discontinuous periods of leave, the Council, has 14 days to:

- consent to the pattern of leave requested;
- propose an alternative pattern of leave; or
- refuse the pattern of leave requested.

14.4 If agreement is reached within those two weeks, the employee is entitled to take the leave on the dates agreed.

The manager has the right to refuse the request for discontinuous leave on the same grounds as they do in the Bracknell Forest Council Flexible Working Policy, [Intranet - Right to Ask for Flexible working.pdf - All Documents \(sharepoint.com\)](#)

- 14.5 If the leave pattern is refused or no agreement has been reached, the employee can either withdraw the application within 15 days of giving it, or can take the leave in a single continuous block. The employee must notify the Council of that date within five days of the end of the two-week discussion period. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the first period of leave requested in the period of leave notice.
- 14.6 A notice for discontinuous leave that has been withdrawn before it has been considered/is agreed does not count towards the total number of requests for leave that an employee can make.

15 RESPONDING TO A “PERIOD OF NOTICE”

- 15.1 On receipt of the 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 notices for continuous leave will be acknowledged in writing.
- 15.2 All requests for discontinuous leave will be carefully considered, on a case by case basis, weighing up the potential benefits to the employee and to the Council against any adverse impact to the service delivery (See paragraph 14.4). If refused, reasons must be given in writing.

16 SHARED PARENTAL PAY (SHPP)

- 16.1 ShPP is available for eligible parents/carers/adopters to share between them while on shared parental leave.
- 16.2 Maternity/adoption pay or allowance will be paid to the birth parent/primary adopter from the start of their maternity/adoption leave and will be paid in accordance with the Council's maternity/adoption policy until such time as SPL starts. When the SPL commences the sharing partners will receive the remaining weeks of ShPP at the ShPP rate only. This principle will apply at whatever point in the 50 weeks the SPL commences.
- 16.3 The Council's maternity/paternity entitlements - may be paid at a higher rate than ShPP. Once the birth parent has ended their maternity leave in favour of SPL, those entitlements to enhanced pay end. The birth parent would therefore be advised to consider using up any maternity pay over the SHPP pay level before embarking on SPL. Similarly, the partner/carer/adopter, should also consider using up Paternity leave or Maternity Support leave before embarking on SPL as this too will be lost when SPL begins.

17 RIGHTS DURING SHARED PARENTAL LEAVE

- 17.1 During shared parental leave, all terms and conditions of the employee's contract except normal pay will continue. Employees should receive all non-pay

related contractual benefits during their SPL. They shall be consulted about planned changes to their workplace in the same way as other staff.

18 ANNUAL LEAVE ENTITLEMENT

- 18.1 Annual leave continues to accrue during shared parental leave.
- 18.2 Bank Holiday entitlements still continue to accrue during shared parental leave

19 PENSION

- 19.1 Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. If an employee wishes to make contributions for any unpaid period of SPL they may either make a lump sum payment on their return to work or alternatively, increase the level of contribution until the outstanding sum has been paid off. Please ask HR for details.

20 CONTACT DURING SHARED PARENTAL LEAVE

- 20.1 Employees and managers are encouraged to maintain communication during SPL.

Employees should agree how to stay informed of job vacancies, any changes within their department and updates on issues facing the Council as a whole.

- 20.2 The Council reserves the right to maintain reasonable contact during SPL

21 SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS

- 21.1 An employee can agree to work (or to attend training) for up to 20 days during shared parental leave without that work bringing the period of their shared parental leave and pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days. Working part of a day counts as one day from the 20 allowed. An employee will only be paid for the hours worked once they return to work.
- 21.2 The Council has no right to require employees to carry out any work and employees have no requirement to undertake any work during their shared parental leave.
- 21.3 SPLIT days are in addition to the Maternity Keep In Touch Days (KITs) for those parties accessing SPL.

22 RETURNING TO WORK FOLLOWING SHARED PARENTAL LEAVE

- 22.1 The end date of any period of SPL will have been confirmed in writing by the manager. The employee is expected to return on the next working day after this date, unless they notify the manager otherwise. If they are unable to attend work due to sickness or injury, normal arrangements for sickness absence will apply.

The employee may have agreed with the manager to use accrued annual leave or unpaid parental leave. In any other case, late return without prior authorisation will be treated as unauthorised absence.

- 22.2 If the employee wishes to return to work earlier than the expected return date, they must provide a written notice to vary the leave and must give at least eight weeks' notice of their date of early return. The notice must be at least eight weeks' before both the original end date and the new end date.
- 22.3 This will count as one of the employee's three allowed notifications. If they have already used their three notifications to vary leave then the Council does not have to accept the notice to return early - but may do if the Council considers it reasonably practicable to do so. Such requests will not be unreasonably refused.

23 SPECIAL CIRCUMSTANCES

23.1 Early birth

- If the child is born or placed before the expected due date or placement date and the employee had booked to take SPL within the first eight weeks of the due date, they may take the same period of time off after the actual birth without having to provide eight weeks' notice, by submitting a notice to vary their leave as soon as is reasonably practicable.
- Any leave arranged after the first eight weeks of the due date is still bound by the eight-week notice required to vary leave.
- If the child is born more than eight weeks before their expected due date and notice has not yet been given, then there is no requirement to give eight weeks' notice before the period of leave starts. The notices should be given as soon as is reasonably practicable after the actual birth.

23.2 Death of the child before or during birth, or within the first year

- Should the child die before the parents have submitted a notice of entitlement to take SPL then they cannot opt into SPL because a qualifying condition is caring for a child. The employee may remain entitled to maternity, paternity or adoption leave.
- If the parents have opted into SPL and they have already booked leave, they will still be entitled to take the booked leave. No further notice booking leave can be submitted but one variation notice could be given to reduce a period of leave or to rearrange a discontinuous leave arrangement into a single block of leave.

23.3 Partner no longer caring for the child

- If the circumstances of an employee who has booked SPL change so that they will no longer be responsible for caring for the child (unless it is because the child has died), their entitlement to both SPL and ShPP will immediately cease and they must tell the Council.
- If the employee has any SPL arranged within eight weeks of their entitlement ceasing, the Council can still require them to take it as SPL if it is not reasonably practicable for the Council to have their employee in work, for example because

cover has been arranged. Any weeks of SPL arranged after eight weeks of their entitlement ceasing must be cancelled.

- If the remaining parent will be continuing to care for the child then they will still be eligible to take their SPL entitlement. If the other parent, who is no longer caring for the child had any SPL leave entitlement outstanding, the remaining parent will only be able to transfer it into their own entitlement if they can get the signed agreement of the other parent to a notice confirming a variation of leave entitlement or if the Council agrees to such a transfer in light of all the circumstances. Requests for a transfer of entitlement in such circumstances will be considered sensitively and will not be unreasonably refused.

23.4 Death of a parent during the child's first year

- If either parent dies and the other parent is taking, or is entitled to SPL then they will continue to be eligible. Any SPL that was due to be taken by the deceased parent may be transferred to the other parent if the other parent is eligible for SPL.

23.5 Returning to Flexible Working Arrangements

- If an employee wishes to change their hours or other working arrangements on return from SPL they should make a request under the flexible working policy [Intranet - Right to Ask for Flexible working.pdf - All Documents \(sharepoint.com\)](#)

23.6 Resignations

- If the employee decides that they do not wish to return to work they should give notice of resignation in accordance with their contract.

Appendix A

Maternity Leave curtailment notice

Before completing this form, please read carefully the Shared Parental Leave Policy. Speak to your HR Adviser if you have any problems understanding your entitlement or in completing this form.

Please complete and return this form to your Line Manager, who will forward a copy to your HR Advisor.

This notice is to inform the Council that you wish your maternity leave and pay (or just your maternity pay if you are no longer in employment) to end in order **that the person who shares main responsibility to care for the child can take shared parental leave**. Your partner/the other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least eight weeks' notice of your curtailment date. If you are entitled to maternity leave, the curtailment date must be at least two weeks after the birth of your child and it must be utilised at least one week before the 52 weeks of maternity leave is due to end.

If you are in receipt of maternity allowance you must also submit a curtailment notice to Jobcentre Plus.

Please note that if you are eligible to take shared parental leave you should complete the Notice of Entitlement and Intention to take shared parental leave form instead.

To: Bracknell Forest Council

I wish my maternity/adoption leave/pay to end on _____ (insert date).

Employee name	
Employees Payroll reference number (You will find this on your payslip)	
Department	
Home Address	

Signature:

Date:

Appendix B

This form is for employees who wish to submit a notice of entitlement and intention to take shared parental leave. The form covers all of the required information and declarations necessary to submit a notice of entitlement and intention, including the employee’s basic details, details of the shared parental leave they wish to take, the details of shared parental pay and a declaration confirming that the employee and the other parent meet the eligibility requirements for shared parental leave.

Curtailment Notice (If Appendix A has not been completed), together with the Notice of entitlement and intention to take shared parental leave

Please complete and return this form to your Line Manager, who will forward a copy to your HR Advisor.

Before completing this form, please read carefully the Shared Parental Leave Policy. Speak to your HR Adviser if you have any problems understanding your entitlement or in completing this form.

This notice is to inform the Council that you wish your maternity leave and pay to end in order **that you can take shared parental leave to share main responsibility to care for your child.** Your partner/the other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least eight weeks’ notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child and it must be utilised at least one week before the 52 weeks of maternity leave is due to end.

Curtailment Notice (If Appendix A has not been completed).

Employee notice of curtailment of maternity/adoption leave.

Complete this section if you are the employee named in this notice and you are the birth parent or main adopter. You must give at least eight weeks’ notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child and it must be utilised at least one week before the 52 weeks of maternity leave is due to end.

To: Bracknell Forest Council

I wish my maternity/adoption leave/pay to end on _____ (insert date).

Employee name The birth parent/main adopter	
Employees Payroll reference number (You will find this on your payslip)	
Department	
Home Address	

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Signature:

Date:

Notice of entitlement and intention to take shared parental leave

For Employees who wish to take shared parental leave (SPL) to share the main caring responsibilities with the other parent/partner must submit this form to their manager **at least eight weeks** before the start date of the first period of SPL.

This document provides non binding details of leave at this stage. To be binding then a 'Period of Leave notice' will then be required.

To be entitled to SPL you must:

- be the birth parent, biological parent, or main adopter of the child, or the partner of the birth parent or main adopter (referred to in this form as a parent)
- have (or share with the other parent) the main responsibility for the care of the child
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- still be in continuous employment until the week before any SPL is taken.

The other parent must have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week and have average weekly earnings of at least £30 during at least 13 of those weeks.

Please refer to the Shared Parental Leave policy for further information before completing this form.

Section 1 – Basic Details

Employee name The Parent/Partner wishing to request leave	
Employees Payroll reference number (You will find this on your payslip)	
Department	
Home Address	
Child's expected date of birth/date of placement for adoption	
Child's actual date of birth/date of placement for adoption (if known)	
Start date of birth parent/primary adopter's maternity/adoption leave (or pay period*)	
End date of birth parent/primary adopter's maternity/adoption leave (or pay period*)	

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* The start and end dates of the statutory maternity/adoption pay or maternity allowance period if the birth parent/primary adopter is not entitled to statutory leave.

Section 2 - Shared Parental Leave Details

The total amount available is 52 weeks minus the number of weeks' leave/pay already taken by the birth parent (including compulsory 2 weeks) /primary adopter according to the dates given in the previous section.

Total number of weeks' SPL available	
Number of weeks' SPL you intend to take	
Number of weeks' SPL the other parent intends to take	
Indication of start and end dates of SPL that you intend to take <i>This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish to request for it to be binding. Complete the section below if you wish your request for any/all of these periods of leave to be treated as a period of leave notice.</i>	
Do you wish the dates indicated for the period(s) of leave to constitute a formal (binding) period of leave notice? (delete as appropriate)	YES / NO / YES, for the following dates only:

Section 3 - Shared Parental Pay Details

The total amount of shared parental pay (ShPP) which may be available is 39 weeks minus the number of weeks' pay already taken by the birth parent/primary adopter according to the dates given in Section 1.

Total number of weeks' ShPP available	
Number of weeks' ShPP you intend to claim	
Number of weeks' ShPP the other parent intends to claim	
Indication of start and end dates of your ShPP periods	

Section 4 – Employee declaration

I confirm that I meet the following conditions:

- I am the birth parent, biological parent, or primary adopter of the child, or the partner of the birth parent or primary adopter
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child
- I have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- I intend to be in continuous employment until the week before any SPL is taken
- (If I am claiming shared parental pay) I have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the relevant week
- I meet, or will meet, the eligibility conditions and are entitled to take SPL;
- The information I have given is accurate;
- If I am no longer eligible for SPP or ShPP, I will immediately inform the Council.

If you are the birth parent/main adopter:

- I have submitted a curtailment of maternity/adoption leave notice by completing Section 4 above.

Signature:

Date:

Section 5 – Declaration of other parent

Name	
Address	
National Insurance Number	
Employer's Name	
Employer's Address	
Employer's Payroll Contact Email Address	
Employer's Payroll Contact Phone number	
Payroll reference number	

I confirm that I meet the following conditions:

- I have least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- I have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week
- I agree to inform your employee immediately if I cease to meet the two conditions above
- I consent to your employee taking SPP and ShPP as set out in Sections 2 and 3 above.

If you are the birth parent/main adopter:

- I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employee starts shared parental leave

Attached is a copy of:

- Baby's birth certificate
- Name and address of partner's place of work for verification Purposes

If Adoption info

You do have 14 days from the date of the request to provide this to the Council however sending all documentation at the time of submitting the notification would assist the administration of the request.

I consent to you processing the information contained in this declaration.

Signature:

Date:

This document provides non binding details of leave at this stage. To be binding then a 'Period of Leave notice' will then be required.

Appendix C

This form is for employees who have already submitted a 'Notice of Entitlement and Intention to take SPL', who wish to vary the amount of shared parental leave or pay that they and the other parent intend to take. The form covers the details of the shared parental leave, including any dates which the employee or the other employee has already submitted. The form also covers the details of the shared parental pay and indicates that both parents must sign the declaration to indicate their agreement to any variation.

Notice of variation or cancellation of intention to take shared parental leave – having previously submitted a 'Notice of Entitlement and Intention to take SPL'

Please complete and return this form to your Line Manager, who will forward a copy to your HR Advisor.

Use this form regarding the amount of shared parental leave/pay you and the other parent each intend to take to vary the information you have previously provided (i.e. on a 'Notice of Entitlement and Intention to take SPL' and if you have had your entitlement to shared parental leave confirmed.)

If you (or the other parent) have already submitted a binding period of leave notice for any of the periods detailed below, please confirm this where indicated.

Both parents must sign the declaration to indicate their agreement to any variation.

Name of employee	
Employees payroll number	
Department	
Name of other parent	
Other Parent's Employer name	
Other Parent's Payroll number	
Other Parent's Department	

Shared Parental Leave Details

Number of weeks' SPL you intend to take	
Number of weeks' SPL the other parent intends to take	
Indication of start and end dates of SPL that you intend to take	

<i>This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish it to be binding.</i>	
List any dates of SPL which you have already submitted to the Council on a binding period of leave notice	
List any dates of SPL which the other parent has already submitted on a binding period of leave notice to his/her employer.	

Shared Parental Pay (ShPP) Details

Number of weeks' ShPP you have claimed/intend to claim	
Number of weeks' ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of your ShPP periods	

Declaration

We confirm that we agree to the variation(s) detailed above.

Signature of employee:

Date:

Signature of other parent:

Date:

Appendix D

This form is for employees who wish to take a period of shared parental leave. The form outlines the dates of the shared parental leave and the dates on which the employee wishes to receive shared parental pay. The form also outlines that the employee must have previously submitted the notice of entitlement and intention to take leave form, and had your eligibility for shared parental leave confirmed. This form will be a binding agreement.

Period of leave notice

Please complete and return this form to your Line Manager, who will forward a copy to your HR Advisor.

Use this form to give notice to take a period of shared parental leave (and pay if applicable), giving **at least eight weeks'** notice of the start date of the leave. You may submit up to three periods of leave notices.

You must have previously submitted the notice of entitlement and intention to take leave form, and had your eligibility for shared parental leave confirmed.

If a continuous period of leave is requested in a period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing. If you request discontinuous periods of leave in this notice and it is not practicable to accommodate your requested pattern of leave your manager will discuss alternative options with you.

Please refer to the shared parental leave policy for further details regarding the notification and variation of periods of shared parental leave.

Details

Employee name	
Employees Payroll reference number (You will find this on your payslip)	
Department	

Shared parental leave dates

Start date	End date	Number of weeks

Shared parental pay dates (if applicable)

Start date	End date	Number of weeks

Signature:

Date:

Appendix E

This form is for employees who wish to cancel or vary a period of shared parental leave or pay once they have submitted a Period of Notice Form – the binding agreement. The form outlines the circumstances in which the employee can cancel or vary the period of shared parental leave and also confirms the variation will count as one of the employee's three periods of leave. The form outlines the original and new dates of shared parental leave as well as the details of the new shared parental pay if applicable. If the employee is requesting a variation in shared parental pay entitlement the form states that other parent must also sign the form to signify consent to the variation.

Period of Leave Variation or cancellation of Notice for Shared Parental Leave - having previously submitted a 'Period of Leave Notice'

Please complete and return this form to your Line Manager, who will forward a copy to your HR Advisor.

Use this form to cancel or vary a period of shared parental leave (and pay if applicable) as follows:

- Vary the start or end date of a period of leave/pay, giving at least eight weeks' notice before both the new date and the original date
- Vary or cancel the amount of leave requested, giving at least eight weeks' notice before the leave is due to start
- Request that a single period of leave become discontinuous periods, or vice versa.

A variation will count as one of your three periods of leave notices unless:

- it is made as a result of the child being born earlier or later than the expected week of childbirth
- the Council has requested the variation
- the Council has agreed to accept more than three period of leave notices.

If you are requesting a variation in shared parental pay entitlement the other parent must also sign this form to signify consent to the variation.

Name of employee	
Employees payroll number	
Department	
Name of other parent/adopter	
Other Parent/adopter's Employer name	
Other Parent/adopter's Employer Payroll contact phone number	
Other Parent/adopter's Employer Payroll contact email address	

Original shared parental leave dates to be varied or cancelled

Start date	End date	Number of weeks

New shared parental leave dates

Start date	End date	Number of weeks

New shared parental pay (ShPP) details (if applicable)

Number of weeks' ShPP you have claimed/intend to claim	
Number of weeks' ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of your ShPP periods	

Declaration

I confirm that I agree to the variation(s) detailed above.

Signature of employee:

Date:

Declaration of other parent

(If the number of weeks' shared parental pay is changing)

I confirm that I agree to the variation(s) detailed above.

Signature of other parent/adopter:

Date: