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## **Shared Parental Leave Policy Newham Model**

Applicable from 17th May 2024

**Signed:**

**Chair of Governors**

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## **What is Shared Parental Leave?**

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

The School recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is the School's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

## **Who is eligible for Shared Parental Leave?**

SPL can only be used by one parent or two:

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

The birth parents/adopters must have the main responsibility for the care of the child at the time of the birth/placement for adoption.

## **If the mother wants to take the SPL and ShPP**

For the mother to take SPL and ShPP, both the mother's partner and the mother must meet some eligibility criteria.

The mother's partner must:

- have been working for at least 26 weeks out of the 66 weeks before the week the baby's due (the 26 weeks do not need to be in a row).
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks - they do not need to be in a row).

The mother must:

- have been employed continuously by the same employer for at least 26 weeks by the end of the 15th week before the due date.
- stay with the same employer until they start their SPL.

To be eligible for SPL, the mother must be an 'employee' (not a 'worker') - check their employment status. If the mother is a 'worker', they might be able to get ShPP but not SPL.

To be eligible for ShPP, the mother must earn on average at least £123 a week.

The employee must correctly notify the organisation of their entitlement and provide evidence as required.

## **The Shared Parental Leave entitlement**

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required 2 weeks of maternity leave immediately following the birth of the child.
- The adopter can take SPL after taking at least two weeks of adoption leave.
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

- Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements. Appendix 1. Curtailment notice form.

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

If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).

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

### **Curtailment notice**

Curtailing (reducing) your leave – You must give at least 8 weeks' notice to end your maternity leave at a future date, specified in your notice, to enable you and/or your partner to take SPL. This is called a 'Curtailment Notice'. The amount of SPL available is calculated from the date in the Curtailment Notice e.g. mother will return to work at the end of week 26, mother or partner will have 13 weeks SPL to take. If the mother returns to work earlier than the date given in the Curtailment Notice, you will not create any more SPL.

### **Notifying the School of an entitlement to Shared Parental Leave**

An employee entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL. (appendix notice of entitlement and intention)

Part of the eligibility criteria requires the employee to provide the School with correct notification. Notification must be in writing and requires each of the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the 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 the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave.

The employee must provide the School with a signed declaration 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 mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform the organisation.

The employee must provide the School 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 mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test' (see "Who is eligible for Shared Parental Leave?" above), 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 School processing the information contained in the declaration form; and
- (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

### **Requesting further evidence of eligibility**

The School may, within 14 days of the SPL entitlement notification being given, 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

In order to be entitled to SPL, the employee must produce this information within 14 days of the employer's request.

### **Fraudulent claims**

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

### **Discussions regarding Shared Parental Leave**

An employee considering/taking SPL is encouraged to contact the Head Teacher or HR Officer to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the company to support the individual.

The Head Teacher and/or HR Officer may upon receiving a notification of entitlement to take SPL, seek to arrange an informal discussion with the employee, to talk about their intentions and how they currently expect to use their SPL entitlement.

Upon receiving a leave booking notice the Head Teacher and/HR Officer will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can without further discussion be approved in the terms stated in the employee's notice booking leave, a meeting may not be necessary.

Where a meeting is arranged it should 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 the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague, trade union representative or even a personal friend or family member.

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

### **Booking Shared Parental Leave**

In addition to notifying the employer of entitlement to SPL/ShPP, an employee must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL.

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

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

The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

### **Continuous leave notifications**

A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.

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

### **Discontinuous leave notifications**

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

Where there is concern over accommodating the notification, the School or the employee may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the organisation (see "Discussions regarding Shared Parental Leave" above).

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

### **Responding to a Shared Parental Leave notification**

Once the School receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.

All notices for continuous leave will be confirmed in writing.

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

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

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

If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

### **Variations to arranged Shared Parental Leave**

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the School in writing at least 8 weeks before the date of any variation. Any new start date cannot be sooner than 8 weeks from the date of the variation request.

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

### **Statutory Shared Parental Pay (ShPP)**

Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The number of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

Shared Parental Pay is available up to 37 weeks, this is to be shared between the parents at the lower of the statutory prescribed rate, which is currently £156.66 per week (as from 6 April 2022), or 90% of the relevant parent's normal weekly earnings. The remaining 13 weeks of shared parental leave are unpaid.

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

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

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

Where an employee is entitled to receive ShPP they must, at 8 eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

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

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

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

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

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

### **Terms and conditions during Shared Parental Leave**

During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (such as use of a company car, laptop, mobile phone and gym membership) will continue and contractual annual leave entitlement (if entitled) will continue to accrue.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the School's contributions will be based on the salary that the employee would have received had they not been taking SPL.



## **Annual Leave**

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

## **Contact during Shared Parental Leave**

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

## **Shared Parental Leave in Touch days (SPLIT)**

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

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

An employee, with the agreement of the School, may use SPLIT days to work part of a week during SPL. The School and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

## **Returning to work after Shared Parental Leave**

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

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the school at least eight weeks' notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the School does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing

maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

### **Not returning to work following Shared Parental Leave**

In order to qualify for the 24 weeks half pay, employees are required to return to work for a period of at least 3 months, based on their contractual hours prior to shared parental leave.

If an employee decides not to return back to work following shared parental leave then they will be required to repay back the half pay of the occupational maternity pay entitlement.

If an employee is not sure whether they intend to return to work following shared parental leave, they must inform their school in writing as soon as possible. To allow the school to make the necessary arrangements to withhold the half pay entitlement to avoid any overpayment.

### **Special Circumstances and further information**

In certain situations, an employee's rights and requirements regarding SPL and ShPP may change. In these circumstances the School will abide by any statutory obligations and an employee should refer to the documents listed below and/or clarify any issues or queries with Schools HR (NPW).

Law relating to this document:

- The Shared Parental Leave Regulations 2014
- The Shared Parental Pay (General) Regulations 2014
- The Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014
- Employment Rights Act 1996
- Child and Families Act 2014
- Equality Act 2010



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## Shared Parental Leave (appendix 1)

### Form A – Curtailment Notice

Shared Parental Leave: Maternity Leave Curtailment Notice	
Name of employee:	
Job title:	
I wish to bring my [ordinary/additional] maternity leave [and statutory maternity pay] to an end to be able to take shared parental leave. I have also completed a [form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent the amount of leave that he/she intends to take].	
I wish to end my [ordinary/additional] maternity leave on:	
I wish my statutory maternity pay period (if applicable) to end on:	
Signed:	
Dated:	
<b>Notes</b> You should complete and submit this form alongside Form B (for a mother to provide a notice of entitlement and intention to take shared parental leave) or Form C (the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take). Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances. The date on which you end your maternity leave must be at least: <ul style="list-style-type: none"><li>• Eight weeks after the date on which you provide this notice to the organisation;</li><li>• Two weeks after you give birth; and</li><li>• One week before what would have been the end of your additional maternity leave.</li></ul>	



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## Shared Parental Leave

### Form B – Notice of Entitlement and Intention

<p>Shared Parental Leave: <b>Notice of Entitlement and Intention (Birth Parent/Adopter/Partner)</b></p> <p>The birth parent should use this form to confirm their intention of taking Shared Parental Leave</p>	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.</p>	
<p><b>Section A:</b> Information to be provided by employee</p>	
My partner's name is:	
My maternity/adoption leave [Started/is expected to start] on	
My maternity/adoption leave [ended/is expected to end] on:	
My [child's expected week of birth is/child was born on]:	
The total amount of shared parental leave my partner and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
My partner intends to take the following number of weeks shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	

The total amount of shared parental pay (if applicable) my partner and I have available is:	
I intend to take the following number of weeks shared parental pay (if applicable):	
My partner intends to take shared parental pay on the following dates (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
<b>Section B: Declaration to be completed by employee</b>	
I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
I [have/will have] 26 weeks continuous employment ending with the 15 <sup>th</sup> week before the expected week of childbirth/notified date of matched with a child and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation	
At the date of the child's birth/adoption, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity/adoption leave in respect of the child	
I have [complied with the organisation's maternity/adoption leave curtailment requirements/return to work before the end of my statutory maternity/adoption leave period], and will comply with the organisation's shared parental leave notice and evidence requirements	
<b>The information that I have provided is accurate</b>	
I will immediately inform the organisation if I cease to care for the child	
<b>Section C: Declaration to be completed by employee's partner</b>	
My name is:	
My Address is:	

[My national insurance number is/I do not have a national insurance number]:	
I [satisfy/will satisfy] the following eligibility requirements to enable the mother to take shared parental leave:	
I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth/adoption	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth/adoption, I [have/will have] the main responsibility, apart from the mother, for the care of the child	
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother	
I consent to the amount of shared parental leave that the mother intends to take	
I consent to your organisation processing the information provided in this form	
<b>Section D: Signatures</b>	
Signed (mother):	
Dated (mother):	
Signed (partner):	
Dated (partner):	
<b>Notes</b>	
<p>This start date for the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.</p> <p>This notice is to allow the organisation to check that you are entitled to shared parental leave and to provide the organisation with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the organisation a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.</p>	



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## Shared Parental Leave

### Form C – Variation Notice

#### Shared Parental Leave: **Variation of Notice of Entitlement and Intention**

Use this to allow an employee to vary a notice of entitlement and to confirm their intention to take shared parental leave.

Name of employee:

Job title:

I previously provided the organisation with an initial indication, in my notice of entitlement and intention dated [dated], of my proposed shared parental leave dates. I now wish to amend my proposed shared parental leave dates. My partner and I agree to this change

I now intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you now intend to take):

I have already notified the organisation in any period of leave notice or a variation of period of leave notice (if applicable) that I will be taking the following periods of shared parental leave:

My partner has already notified his/her employer in any period of leave notice or a variation of period of leave notice (if applicable) that he/she will be taking the following periods of shared parental leave:

I have already notified the organisation of the following periods of statutory shared parental pay (if applicable):

My partner has already notified his/her employer of the following periods of statutory shared parental pay (if applicable):

Signed (mother):

Dated (mother):

Signed (partner):

Dated (partner):	
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**Notes**

This variation of notice of entitlement and intention is not binding. You must still provide a period of leave notice in relation to the period of leave that you are seeking to change. There is no limit on the number of variations of notice of entitlement and intention that you can make, although you can give a maximum of four periods of leave notices.





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## Shared Parental Leave

Form D – Notice of Entitlement and Intention for a partner

Shared Parental Leave: <b>Notice of Entitlement and Intention for a Partner</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.	
Section A: Information to be provided by employee	
The Mother's/Adopter's name is:	
The Mother's/Adopters maternity/adoption leave [started/is expected to start] on:	
The Mother's/Adopter's [started/is expected to start] on:	
The Mother/Adopter [received/is expected to receive] the following periods of [statutory maternity/adoption pay]:	
My [child's expected week of birth/adoption is]:	
The total amount of shared parental leave the mother and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
The Mother intends to take the following number of weeks shared parental leave:	
The Mother intends to take the following number of weeks shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	

The total amount of shared parental pay (if applicable) the Mother/Adopter and I have available is:	
I intend to take the following number of weeks shared parental pay (if applicable):	
The Mother/Adopter intends to take the following number of weeks shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
<b>Section B: Declaration to be completed by employee</b>	
I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave.	
I [have/will have] 26 weeks continuous employment ending with the 15 <sup>th</sup> week before the expected week of childbirth/adoption and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation	
At the date of the child's birth/adoption, I [have/will have] the main responsibility , apart from the mother, for the care of the child	
I will comply with the organisation's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I am the father of the child, or am married to, the civil partner of, or the partner of, the Mother	
I will immediately inform the organisation if I cease to care for the child or if the child's Mother informs me that she has revoked the curtailment of her maternity/adoption leave or pay period	
<b>Section C: Declaration to be completed by the Mother</b>	
My name is:	
My address is:	

[My national insurance number is/I do not have a national insurance number]:	
I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth/adoption, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity/adoption, statutory maternity/adoption pay	
I have [curtailed my maternity/adoption leave/returned to work before the end of my statutory maternity/adoption leave period]	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity/adoption leave (and pay, if applicable)	
I consent to your organisation processing the information provided in this form	
<b>Section D: Signatures</b>	
Signed (Partner)	
Dated (Partner)	
Signed (Mother)	
Dated (Mother)	

**Notes**

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the organisation to check that you are entitled to shared parental leave and to provide the organisation with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the organisation a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.



Services for schools, owned by schools

## Shared Parental Leave

### Form E – Leave Notice for Partner

Shared Parental Leave: <b>Period of Leave Notice for a partner to take shared parental leave</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
I wish to take the following period (s) of shared parental leave. Please complete either section A or section B.	
<b>Section A:</b> Please complete if your child has already been born or if you know the exact dates on which you would like to take shared parental leave.	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take)	
<b>Section B:</b> Please fill out if your child has not been born yet and you wish your shared parental leave to start either on the day on which your child is born, or a specified number of days after the day on which your child is born.	
I wish my shared parental leave to start [on the day on which my child is born/the following number of days after the date on which my child is born]:	
I wish my shared parental leave to end the following number of days after the date on which my child is born:	
Signed:	
Dated:	
<b>Notes</b>	
You can request to take shared parental leave in one continuous block (in which case the organisation is required to accept the request as long as you meet the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case you need the	

organisation's agreement). A maximum of three requests for leave per pregnancy can normally be made by each parent

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to confirm to the organisation the shared parental leave that you intend to take. You must have already submitted a notice of entitlement and intention before using this form.

The organisation recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.

You and your partner must take any shared parental leave within 52 weeks of the birth of your child.