

Shared Parental Leave

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What is ShPL

- Parents can choose how to share time off after birth or adoption
- Parents can share up to 50 weeks of leave and 37 weeks of statutory pay
- Designed to give parents more flexibility – leave can be taken concurrently, discontinuously etc.

Eligibility

- Employee must share responsibility for child and be either:
 - Mother or biological father; or
 - Mother's husband, or same sex spouse, or civil partner, or partner (including same sex) living in enduring family relationship; or
 - Joint adopter or parent through surrogacy

Eligibility cont'd

- Employee must also:
 - Have at least 26 weeks' continuous service at the 15th week before due date or placement;
 - Still be working for the University when they take ShPL;
 - Have given correct notice.

Eligibility cont'd

- It's possible only one parent may qualify for ShPL: if partner doesn't meet continuity of employment test - can still take ShPL, if partner satisfies employment and earnings test:
 - Worked for at least 26 weeks out of 66 before expected week of childbirth/adoption; and
 - Earned at least £30 gross per week for any 13 of those weeks

Entitlement - Leave

- A minimum of 2 weeks' compulsory maternity/adoption leave must be taken.
- Thereafter, maximum of 50 weeks' ShPL, less any maternity or adoption leave, can be shared.

Entitlement – Pay

- Up to 37 weeks at lesser of £139.58 pw or 90% of AWE.
- Amount of ShPP available depends on how many weeks of maternity or adoption pay has been used.
- To qualify, employee must either:
 - Qualify for statutory maternity/adoption pay; or
 - Qualify for statutory paternity pay: and
 - have a partner who qualified for statutory maternity pay or maternity allowance or statutory adoption pay

Pay cont'd

- University just offering statutory ShPP at this stage, but will review once scheme is running.
- Enhanced Mat Pay ends if they curtail Mat Leave to take ShPL.

Notice

- Three different notices:
 - Maternity or Adoption Leave curtailment notice (mothers / primary adopters only)
 - Notice of entitlement and intention (both parents)
 - Notice of Period of ShPL (both parents)

Notice – curtailment

- Before ShPL can start the mother / primary adopter must provide a curtailment notice – 8 weeks before ShPL.
- Must be in writing and indicate the date maternity or adoption leave will end.
- Not required if the mother / primary adopter has already returned to work.
- For ease we've combined it with the entitlement/intention notice.

Notice of entitlement and intention

- Employee must submit a notice of entitlement and intention.
- We have combined this with the curtailment notice (for mothers / primary adopters).
- Must be submitted no later than 8 weeks before the first date of ShPL

Notice of entitlement and intention cont'd

The notification must include:

- Employee's name;
- Partner's name;
- Start and end dates for maternity/adoption leave or pay, or maternity allowance
- Expected week of childbirth or date of placement
- Total amount of ShPL and ShPP available and how much they intend to take
- Indication as to when they intend to take ShPL (non-binding)

Notice of entitlement and intention cont'd

Employee must declare:

- They are eligible for ShPL;
- They will advise their employer if they are no longer eligible;
- That the info in their notification is correct.

Notice of entitlement and intention cont'd

Must also include declaration from employee's partner:

- Name, address, NI number;
- That they satisfy requirements for partner to take ShPL/ShPP;
- Consent to partner taking ShPL and ShPP;
- Consent to University processing information in notification; and
- That they will inform partner if no longer eligible.

Notice of entitlement and intention cont'd

After receiving notice University can, within 14 days, request:

- Copy of child's BC or declaration as to time and place of birth or adoption/parental order
- Name and address of partner's employer

Employee must produce within 14 days of our request.

Notice - Requesting Leave

- Employee must give notice to take the leave.
- 8 weeks before any period of leave.
- In writing, setting out what leave they intend to take.
- If request is for continuous block University must agree.

Notice - Requesting Leave cont'd

If employee requests discontinuous block University can:

- Agree to request; or
- Decline request due to organisational need; or
- Confirm agreed modification to notification.

Notice - Requesting Leave cont'd

- If request for discontinuous leave made – there is 14 days to discuss.
- If request not agreed, becomes continuous block, unless employee withdraws notice and submits new request.
- Up to 3 separate notification requests and 3 withdrawal notices can be submitted.
- Periods of leave declined do not count towards totals.

Notice - Varying/cancelling

- Employee can vary or cancel period of ShPL by giving 8 weeks' notice.
- New start date cannot be sooner than 8 weeks' from date of variation request.
- Variation/cancellation usually counts as new notification.

Shared parental leave in touch (SPLIT) Days

- Up to 20 SPLIT days each without bringing ShPL to an end;
- Purely optional, must be agreement on both sides
- In addition to 10 KIT days for mat leave;
- Single or blocks of days;
- Take within 12 months;
- Purpose: undertake work, attend meeting, training etc.
- Payment must be agreed with manager

Return to Work

- 26 weeks or less – right to return to the same job.
- More than 26 weeks – right to return to the same job, or if not practicable, to another ‘suitable’ job.

The process

- Download policy, guidance and notices/forms from the [HR website](#).
- Discuss your intentions with your manager.
- Complete forms (with partner) within required timeframes, send notices to manager to approve and forward to HR Triage.
- Give required amount of [notice](#) in writing.

Any questions, contact the [HR Triage](#) or your [HR Manager](#).

Further information available at [ACAS](#) or [GOV.UK](#)