

Shared Parental Leave

As an employee, I will:

- Initiate early, informal discussions with my manager about my entitlement and plans.
- Use the form provided to notify my manager and submit it at least eight weeks before I want my Shared Parental Leave (SPL) to begin, along with the required written notification. This will include whether I intend to claim Shared Parental Pay (ShPP).
- Give at least eight weeks' notice to vary or cancel a period of booked SPL.
- Make no more than three requests to book SPL.
- Understand that if I make a request for discontinuous SPL this may be refused if my manager cannot accommodate it and work with my manager to explore any alternatives.
- Talk to my manager at the earliest opportunity if I am considering a flexible working request.

As a manager, I will:

- Give due time and consideration to how and whether the employee's plans can be accommodated.
- Agree to any requests to take one period of continuous SPL.
- Consider any requests for discontinuous SPL and agree them if they can be accommodated.
- Arrange to meet with the employee where discontinuous SPL can't be accommodated, to discuss the reasons for this and explore alternatives.
- Explore whether there is the option to undertake SPLIT days.
- Establish an agreed level and type of contact to take place during leave.
- Keep employees up to date with any major developments that could affect them or their job.
- Support employees returning to work and re-induct them to their job and workplace.
- Make employees aware of the support mechanisms available to them, including the Confidential Staff Welfare and Counselling service.

As an employer, we will:

- Advise you of your right to be accompanied by a trade union representative or fellow worker of the council to any meetings.
- Be available to discuss your rights and entitlements.
- Write to you detailing any decision regarding SPL within 14 days of receiving the request.
- Write to you confirming the leave and pay you are entitled to and your return date.
- Ensure that your pay is updated to reflect your entitlement. This will include up to 37 weeks' Shared Parental Pay (ShPP) at the statutory rate.
- Write to you about any implications for your occupational pension scheme.

Entitlement

- Up to 50 weeks of leave and up to 37 weeks of pay may be shared.
- The pay and leave needs to be shared in the first year after the child is born or placed with your family.
- SPL can be taken in blocks separated by periods of work, or taken all in one go.
- You can choose to be off work together, or stagger the leave and pay between you.

Eligibility

SPL Eligibility – the mother/adopter must:

- Have a partner with responsibility for the child.
- Be entitled to statutory maternity/adoption pay and leave.
- Have ended, or given binding notice to reduce, any maternity/adoption entitlements and have taken the statutory minimum two weeks' maternity/adoption leave.

SPL Eligibility – an employee wishing to take SPL must:

- Share primary responsibility for the child with the other parent at the time of birth or placement for adoption.
- Have at least 26 weeks' service at the end of the 15th week before the due date/matching date.
- Ensure their partner meets the 'employment and earnings test'.

ShPP Eligibility – an employee must:

- Have at least 26 weeks' service at the end of the 15th week before the due date/matching date.
- Have average weekly earnings at least equal to the 'lower earnings limit' for National Insurance contributions for the 8 weeks' prior to the 15th week before the expected due date or matching date.
- Ensure their partner meets the 'employment and earnings' test.

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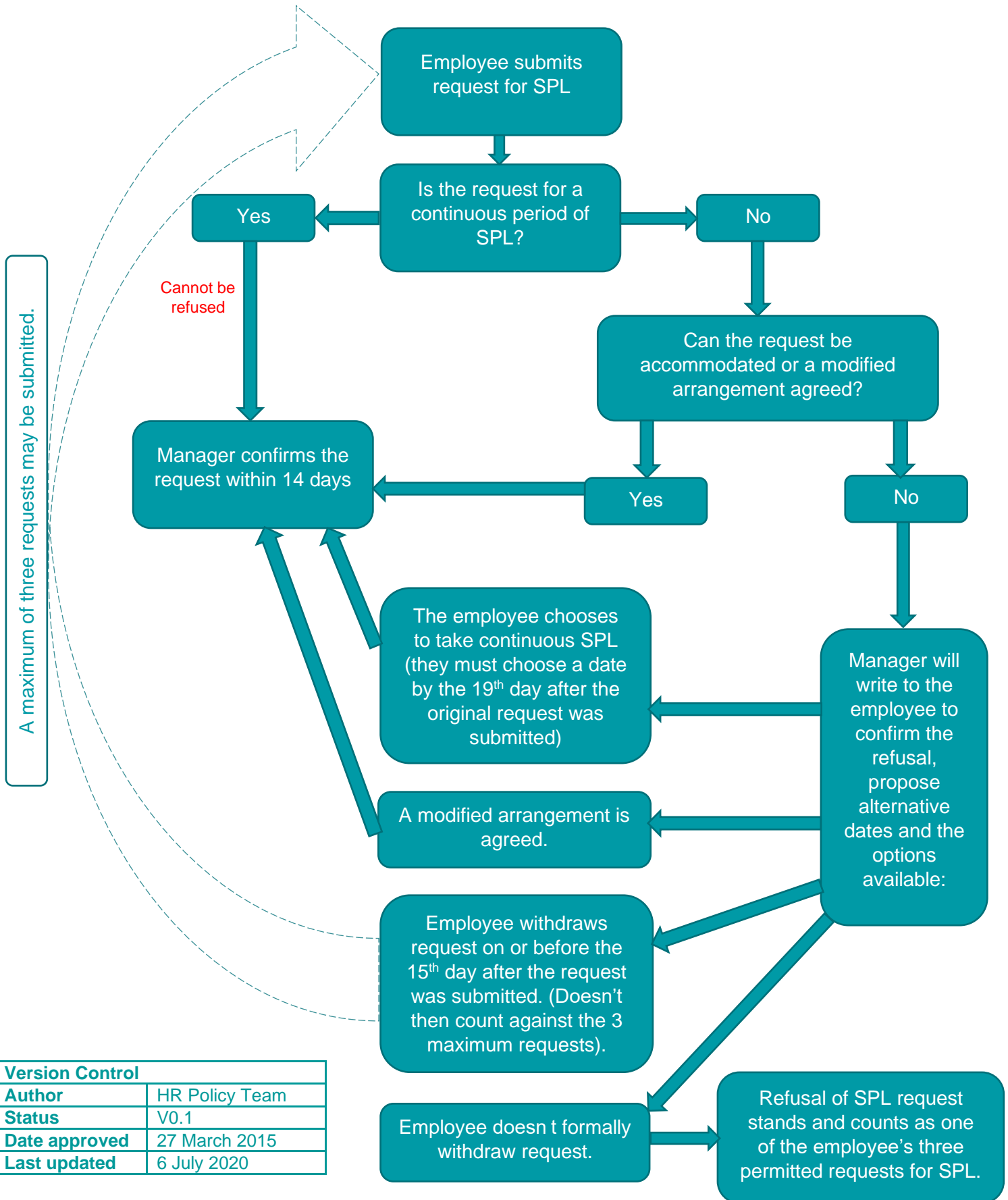
Written notification must include the following:

SPL	ShPP
The dates of any maternity/adoption leave taken.	The dates of any maternity/adoption pay (or maternity allowance) taken
The balance of leave available to take as SPL.	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.
The amount of SPL each parent intends to take (up to 50 weeks in total)	

Glossary	
SPL	Shared Parental Leave.
ShPP	Shared Parental Pay, set by the Government. Current rates are given in Allowances, Expenses and Statutory Rates, or 90% of your average weekly earnings, whichever is lower.
Lower Earnings Limit	The current rate is given in Allowances, Expenses and Statutory Rates
Employment and earnings test	In the 66 weeks leading up to the due/matching date, worked for at least 26 weeks and earned an average of at least £30 in any 13 of those weeks.
SPLIT days	'Shared Parental Leave in Touch' days. Up to 20 SPLIT days may be worked.

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Process for requesting Shared Parental Leave



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