

Title

Shared Parental Leave

Associated Policies

- Paternity (TPO/STA/07)
- Maternity (TPO/STA/04)
- Parental Leave (TPO/STA/06)
- Flexible Working (TPO/STA/28)

REVIEWED: March 2022

NEXT REVIEW: March 2025

1. Policy Statement

- 1.1 This policy provides a summary of shared parental leave and pay entitlements and the qualifying requirements. The Trust is committed to adhering to the terms set out in the Burgundy Book and the Green Book conditions of service as a minimum.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed contractors.
- 1.3 No sort of “family friendly” leave will have a detrimental impact on an individual’s employment prospects or pay progression.
- 1.4 The Trust are committed to assessing individuals on family friendly leave against their PDD objectives before their leave begins and when they return.
- 1.5 The Equality Act 2010 makes it unlawful to discriminate against someone, or treat them unfairly, because of pregnancy or maternity.

2. Frequently used terms

- 2.1 **Expected week of childbirth (EWC):** the week, beginning on a Sunday, in which the doctor or midwife expects the child to be born.
- 2.2 **Parent:** One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).
- 2.3 **Adopter:** A child’s adopter is either the person who has been matched with the child for adoption or, where two people have been matched jointly, the person who has elected (at the time they are notified that they have been matched) to be the child’s adopter for statutory adoption leave and pay purposes.
- 2.4 **Prospective adopter:** A prospective adopter is someone who has been approved as suitable to adopt a child and has been notified of that decision.
- 2.5 **Partner:** spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
- 2.6 **Qualifying Week (Birth):** the fifteenth week before the expected week of childbirth.
Qualifying Week (Adoption): the week the adoption agency notifies the adopter that they have been matched with a child for adoption.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team of the Academy and will remain under constant review by Brooke Weston Trust.
- 3.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

This information will be monitored and shared with the recognised trade unions on an annual basis, including by protected characteristics.

4. What is shared parental leave?

- 4.1 Shared parental leave (SPL) is a form of leave that gives a parent and their partner more flexibility in how to share care of their child in the first year after birth/ after the child is placed with them than simply taking maternity / adoption / maternity support leave. Assuming they are both eligible, they will be able to choose how to split available leave between them and can decide to be off work at the same time or at different times. They may be able to take leave in more than one block. SPL must end no later than one year after the birth of a child/after the child is placed with them, and any SPL not taken by the child's first birthday is lost.

5. Entitlement

- 5.1 An employee is entitled to SPL in relation to the birth of a child if:
- they are the child's mother, and share the main responsibility for the care of the child with the child's father (or their partner, if the father is not their partner);
 - they are the child's father and share the main responsibility for the care of the child with the child's mother; or
 - they are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).
 - an adoption agency has placed a child with an Adopter for adoption and they intend to share the main responsibility for the care of the child with their partner
- 5.2 The following conditions must be fulfilled:
- They must have at least 26 weeks continuous employment with the Trust by the end of the Qualifying Week, and still be employed by the Trust in the week before the leave is to be taken;
 - Their partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings [as indicated in the regulations](#); and
 - They and their partner must give to their respective employers the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP), maternity allowance (MA), adoption leave, or statutory adoption pay (SAP).
- 5.3 For births the total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if they are not entitled to maternity leave).
- 5.4 The mother cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after the birth. After these 2 weeks the mother can curtail her maternity leave and convert the balance of any leave remaining into shared parental leave. Section 7 covers this in more detail.
- 5.5 For adoptions the total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by the primary adopter (or the weeks in which the primary has been in receipt of SAP if they were not entitled to adoption leave).

6. Opting in to shared parental leave and pay

- 6.1 For Births** - Not less than eight weeks before the date they intend the SPL to start, they must give their employer a written Notice to Opt-In to Shared Parental Leave scheme (Appendix 1a) giving:
- a) their full name and the full name of their partner;
 - b) if they are the child's mother, the start and end dates of their maternity leave;
 - c) if they are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
 - d) the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
 - e) how many weeks of the available SPL will be allocated to the employee and how many to the partner. (They can change the allocation by giving their employer further written notice, and they do not have to use their full allocation);
 - f) if they are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);
 - g) how many weeks of available SPP will be allocated to the employee and how many to their partner. (They can change the allocation by giving their a further written notice, and they do not have to use their full allocation);
 - h) an indication of the pattern of leave they are thinking of taking, including suggested start and end dates for each period of leave . This indication will not be binding at this stage, but they should give the employer much information as they can about their future intentions; and
 - i) declarations by the employee and their partner that they meet the statutory conditions for entitlement to SPL and SPP (see Appendix 1a)
- 6.2 For Adoptions** - Not less than eight weeks before the date they intend their SPL to start, they must give their employer a written Notice to Opt-In to Shared Parental Leave scheme (Appendix 1b) giving:
- a) their full name and the full name of their partner;

- b) if they are taking adoption leave, their adoption leave start and end dates;
- c) if they are not taking adoption leave, their partner's adoption leave start and end dates, or if their partner is not entitled to adoption leave, the start and end dates of their SAP;
- d) the total SPL available, which is 52 weeks minus the number of weeks adoption leave or SAP taken or to be taken by the employee or their partner;
- e) how many weeks of the available SPL will be allocated to them and how many to their partner (they can change the allocation by giving the employer a further written notice, and they do not have to use their full allocation);
- f) if they are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of SAP taken or to be taken) payable during the 52 weeks following the date of adoption;
- g) how many weeks of the available ShPP will be allocated to the employee and how many to their partner (they can change the allocation by giving the employer a further written notice, and they do not have to use your full allocation);
- h) an indication of the pattern of leave they are thinking of taking, including suggested start and end dates for each period of leave (see paragraphs 11, 12 and 13 for information on taking leave). This indication will not be binding at this stage, but they should give the employer much information as they can about their future intentions; and
- i) declarations by the employee and their partner that they both meet the statutory conditions to enable them to take SPL and SPP (see Appendix 1b).

7. Ending your maternity leave / adoption leave

- 7.1** If an employee is taking (or intending to take) maternity or adoption leave and wants to opt-in to the SPL scheme, they should give us at least eight weeks written notice to end their maternity/adoption leave early (a curtailment notice) (see Appendix 2a/2b) before they can take SPL, although schools may apply their discretion with these time scales.
- 7.2** The notice must state the date their maternity/adoption leave will end. They can give the notice before or after the birth, but they cannot end their maternity leave until at least two weeks after birth. They can give the notice before or after adoption leave starts, but they must take at least two weeks adoption leave.
- 7.3** They must also give their employer, at the same time as the curtailment notice a- Notice to Opt-in to Shared Parental Leave scheme (Appendix 1a/1b) or a written declaration that their partner has given their employer an opt-in notice and that they have given the necessary declarations in that notice.
- 7.4** For Births - Their partner may be eligible to take SPL from their employer before your maternity leave ends, provided the employee has given the employer the curtailment notice.
For Adoptions - If their partner is eligible to take SPL from their employer, they cannot start it until the employee has given the employer their curtailment notice.
- 7.5** The curtailment notice is usually binding and cannot be revoked. An employee can only revoke a curtailment notice if maternity/adoption leave has not yet ended and one of the following applies:
- a) if they realise that neither them or their partner are in fact eligible for SPL or ShPP, they can revoke the curtailment notice in writing up to eight weeks after it was given;
 - b) if they gave the curtailment notice before giving birth, they can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
 - c) if their partner has died.
- However schools may apply their discretion within these areas.
- 7.6** Once an employee revokes a curtailment notice they cannot submit a second curtailment notice, unless the revocation was given in the circumstances in the paragraph above.

8. Ending your partner's maternity / adoption leave or pay

- 8.1** If the employee is not the mother and the mother is still on maternity leave or claiming SMP or MA, they will only be able to take SPL once the mother has either:
- returned to work;
 - given her employer a curtailment notice to end her maternity leave;
 - given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
 - given the benefits office an ending maternity leave early (curtailment notice) to end her MA (if she is not entitled to maternity leave or SMP).
- 8.2** If the employees partner is taking adoption leave or claiming SAP from their employer, the employee will only be able to take SPL once their partner has either:
- returned to work;
 - given their employer a curtailment notice to end adoption leave; or
 - given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

9. Evidence of Entitlement

- 9.1** An employee must also provide on request:
- A copy of the birth certificate (or if they have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); or
 - One or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
 - The name and address of your partners employer (or a declaration that they are self-employed).

10. Discussions regarding Shared Parental Leave

- 10.1** If an employee is considering taking SPL they are encouraged to contact their line manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the Academy to support them.
This meeting is no way intended to discourage employees from taking SPL, but is a chance to talk through the forms and information needed.
- 10.2** Their line manager 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 expect to use their SPL entitlement.
- 10.3** Upon receiving a Notice to Opt-In to the Shared Parental Leave scheme form (Appendix 1a/1b), the employer will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave (a period of a number of weeks taken in a single unbroken period of leave), or where a request for discontinuous leave (where an employee intends to return to work between periods of leave) can without further discussion be approved, a meeting may not be necessary.
- 10.4** Where a meeting is arranged it will take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then a discussion may take place over the telephone.
- 10.5** At the meeting the employee may, be accompanied by a workplace colleague or a trade union representative.
- 10.6** The purpose of the meeting is to discuss in detail the leave proposed and what will happen while they are away from work. Where it is a request for discontinuous leave the discussion may also focus on how

the leave proposal could be agreed, whether a different arrangement would be agreeable to the employee and the employer and what the outcome may be if no agreement is reached.

- 10.7 Where an employee and their line manager cannot agree on the period of leave to be taken, the employee is able to appeal to the Principal (or executive Principal if the Principal is the line manager).

11. Booking your SPL dates

- 11.1 Having opted into the SPL scheme the employee will need to give Notice of Dates for Shared Parental Leave (see Appendix 3a/3b) telling the employer the start and end dates of their leave. This can be given at the same time as the Opt-In notice (Appendix 1a/1b), or it can be given later, as long as it is given at least eight weeks before the start of the leave. The employee must also state in their Notice of Dates for Shared Parental Leave (Appendix 3a/3b) the dates on which they intend to claim shared parental pay (SPP), if applicable.
- 11.2 If their Notice of Dates for Shared Parental Leave (see Appendix 3a/3b) gives dates for a single period of continuous leave of SPL they will be entitled to take the leave set out in the notice.
- 11.3 The employee can submit up to three periods of Notice of Dates for Shared Parental Leave (Appendix 3a/3b). This may enable them to take up to three separate blocks of SPL (although if they give a notice to vary or cancel a period of leave this will in most cases count as a further Notice of Dates for SPL).
- 11.4 Where an employee and their line manager cannot agree on the period of leave to be taken, the employee is able to appeal to the Principal (or executive Principal if the Principal is the line manager).

12. Procedure for requesting discontinuous periods of SPL

- 12.1 In general, their Notice of Dates for Shared Parental Leave (Appendix 3a/3b) should set out a single continuous block of leave. The Academy may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best for an employee to discuss this with their line manager in advance of submitting any Notice of Dates for Shared Parental Leave (Appendix 3a/3b). This will give the employer more time to consider the request and hopefully agree a pattern of leave from the start.
- 12.2 They must submit a Notice of Dates for Shared Parental Leave (Appendix 3a/3b) setting out the requested pattern of leave at least eight weeks before the requested start date. If the employer is unable to agree to their request straight away, there will be a two-week discussion period. At the end of that period, the employer will confirm any agreed arrangements in writing. If the employer has not reached an agreement, the employee will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in their notice (for example, if they requested three separate periods of four weeks each, they will be entitled to one 12-week period of leave). Alternatively, they may:
- choose a new start date (which must be at least eight weeks after their original Notice of Dates for Shared Parental Leave was given), and tell the employer within five days of the end of the two-week discussion period; or
 - withdraw their Notice of Dates for Shared Parental Leave within fifteen days of the date of the (in which case it will not be counted and the employee may submit a new one if they choose).
- 12.3 Where the above arrangements are not deemed suitable and the employee and their line manager cannot agree on the period of leave to be taken, the employee is able to appeal to the Principal (or executive Principal if the Principal is the line manager).

13. Changing the dates or cancelling your SPL

- 13.1 An employee can cancel a period of leave by notifying the employer in writing at least eight weeks before the start date in the Notice of Dates for Shared Parental Leave (see Appendix 3a/3b).

- 13.2 They can change the start date for a period of leave, or the length of the period of leave, by notifying their employer in writing at least eight weeks' before the original start date and the new start date, whichever is earlier.
- 13.3 They do not need to give eight weeks' notice if they are changing the dates of your SPL because the child has been born earlier than the EWC, where they wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify the employer in writing of the change as soon as you can.
- 13.4 They can change the end date for a period of leave by notifying the employer in writing at least eight weeks' before the original end date and the new end date, whichever is earlier.
- 13.5 They can combine split periods of leave into a single continuous period of leave by notifying the employer in writing at least eight weeks before the start date of the first period, or in writing at least eight weeks before the original end date if the leave has already commenced.
- 13.6 They can request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between. The employer will consider any such request as set out above.
- 13.7 A notice to cancel or change a period of leave will count as one of the employees three Notices of Dates for Shared Parental Leave , unless:
- A Notice of Dates for Shared Parental Leave (see Appendix 3a/3b) requesting a discontinuous period of SPL is withdrawn by the employee on or before the fifteenth day after the notice was given;
 - The variation is a result of the child being born earlier or later than the EWC;
 - The variation is at the employers request; or
 - We agree otherwise.

14. Shared parental pay (ShPP)

- 14.1 ShPP is payable for a maximum of 37 weeks over a period of 50 weeks following the birth of the child / date of adoption (minus the compulsory 2 weeks maternity / adoption leave).
- 14.2 An employee may be able to claim ShPP if they have at least 26 weeks' continuous employment with their employer at the end of the Qualifying Week and their average earnings are not less than the lower earnings limit set by the government each tax year.
- 14.3 ShPP is paid at a [rate set by the government each year](#).

15. Other terms during shared parental leave

- 15.1 The terms and conditions of employment remain in force during SPL, except for the terms relating to pay, which are set above.
- 15.2 If an employee is a member of the employer's pension scheme, the employer will make employer pension contributions during any period of paid SPL, based on their normal salary, in accordance with the pension scheme rules. Any employee contributions they make will be based on the amount of any shared parental pay they are receiving, unless they inform the employer that they wish to make up any shortfall.

16. Keeping in touch

- 16.1 The employer may make reasonable contact with the employee from time to time during their SPL although they will keep this to a minimum. This may include contacting the employee to discuss arrangements for their return to work.
- 16.2 The employee may work (including attending training) up to 20 "shared parental leave in touch" days (SPLIT days) during their SPL. This is in addition to any KIT (keeping in touch) days that they may have taken during maternity leave/Adoption Leave. KIT/SPLIT days are not compulsory and must be discussed and agreed with the employer. Any SPLIT days worked do not extend the period of SPL.

- 16.3** Each occasion worked is classed as a SPLIT Day during the SPL leave period. In other words an employee an employee cannot split their 20 SPLIT days into 40 half days.
- 16.4** The arrangements would be set by agreement with the Principal or relevant manager. The employee is not obliged to undertake any such work during SPL. In any case, the employee must not work in the two weeks after the birth or adoption.
- 16.5** Shortly before the employee is due to return to work, we may invite the employee to have a discussion (whether in person or by telephone) about the arrangements for their return. This may cover:
- Updating the employee on any changes that have occurred during their absence
 - Any training needs the employee might have; and
 - Any changes to working arrangements
- 16.6** SPLIT days will be paid at an employee's normal pay and can be offset against SHPP. The Trust will ensure that employees do not suffer a financial detriment as a result of taking a SPLIT day.

17. Returning to work

- 17.1** If the employee wants to end a period of SPL early, they must give the employer eight weeks' prior written notice of the new return date. This should be addressed to the Principal. If they have already given the employer three Notices of Dates for Shared Parental Leave (see Appendix 3a/3b) requesting that a discontinuous period of SPL is withdrawn by them on or before the fifteenth day after the notice was given, they will not be able to end their SPL early without our agreement.
- 17.2** If they want to extend their SPL, assuming they still have unused SPL entitlement remaining, they must submit a new Notice of Dates for Shared Parental Leave (see Appendix 3a/3b) at least eight weeks before the date they were due to return to work. If they have already submitted notices they will not be able to extend their SPL without the employers agreement. If they are unable to request more SPL they may be able to request annual leave or ordinary parental leave, which will be subject to the employers need for them to be at work.
- 17.3** An employee is normally entitled to return to work in the position they held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for the employer to allow them to return into the same position, they may give the employee another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- a) if their SPL and any maternity/ adoption/maternity support leave they have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
 - b) if they took SPL consecutively with more than four weeks of ordinary parental leave.
- 17.4** If they want to change their hours or other working arrangements on return from SPL they should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 17.5** If they decide they do not want to return to work they should give notice of resignation in accordance with their contract, however schools may choose to use their discretion.

18. Policy Review

- 18.1** This policy has been implemented following consultation with the recognised trade unions and subsequent amendments and reviews will be subject to the same.

Appendix 1a – Notice to Opt-In to Shared Parental Leave (Birth)

Use this form to opt in to the shared parental leave scheme following the birth of a child. A separate form is available for adoptive parents (Appendix 1b). Please see our Shared Parental Leave Policy for more information.

If you are the child's mother you must also submit a signed **Notice to End Maternity Leave Early (Curtailment Notice)** (Appendix 2a) to bring your maternity leave entitlement to an end. Please discuss this form, in particular the dates in sections B and C, with your line manager before completing it.

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

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

Section C: Shared parental leave		
<p>Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the mother's ML, SMP, or MA period (see B3).</p> <p>The first period of shared parental leave cannot start until at least two weeks after the child is born and at least eight weeks after you submit this opt-in notice.</p>		
C1	Total SPL available (whole weeks).	
C2	Number of whole weeks' SPL intended to be taken by you.	
C3	Number of whole weeks' SPL intended to be taken by the person you will share SPL with.	
C4	Indication of dates you would like to take shared parental leave.	
C5	The dates in C4 will be treated as a non-binding until a period of leave notice is given.	

Section D: Statutory shared parental pay		
<p>Guidance notes. The total statutory shared parental pay (ShPP) available is 39 weeks minus the mother's SMP or MA period (see B3), over a period of 52 weeks following the birth.</p>		
D1	Total ShPP available (whole weeks).	
D2	Number of whole weeks' ShPP intended to be taken by child's mother.	
D3	Number of whole weeks' ShPP intended to be taken by child's father/mother's partner.	
D4	Indication of dates you wish to take SPP.	
D5	<p>The dates in D4 will be treated as a non-binding until a notice to take SPP is given. (Notice to End Maternity Leave Early (Curtailment Notice) Appendix 2a)</p> <p>If you want to treat this notice as a notice to take SPP on the dates given in D4 tick here.</p>	

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

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

Appendix 2a – Ending maternity leave early (Curtailment Notice) (Birth)

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

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

I confirm that the above date is:

At least 1 day after the end of the compulsory maternity leave period (2 weeks after the birth of my child);	
At least 8 weeks after the date on which I signed and dated this Ending Maternity Leave Early (Curtailment Notice) and provided a copy to [insert role / my line manager/office of person at the Employer	
I confirm that the Maternity Leave Curtailment Date is at least 1 week before the last day of my additional maternity leave period.	
I understand that if this Ending Maternity Leave Early (Curtailment Notice) is submitted to my line manager after the birth of my child/children it is binding (see paragraph 7.4 of the Shared Parental Leave policy).	
I understand that if this Ending Maternity Leave Early (Curtailment Notice) is submitted to my line manager prior to the birth of my child/children then I am able to revoke this notice up to six weeks after the birth.	

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

Signed:

Print Name:

Date:

Appendix 3a – Notice of Dates for Shared Parental Leave (Birth)

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

A I confirm that **Notice to Opt-In to Shared Parental Leave** (Appendix 1a) accompanies this form.

B I confirm that I have already presented a **Notice to Opt-In to Shared Parental Leave** (Appendix 1a) to my line manager.

Signed:

Print name:

Dated:

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix 1b – Notice to Opt-In to Shared Parental Leave (Adoption)

Use this form to opt in to the shared parental leave scheme following the placement of a child for adoption. A separate form is available for birth parents (Appendix 1a). Please see our Shared Parental Leave Policy for more information.

If you are the child's primary adopter you must also submit a signed Notice to End Adoption Leave Early (curtailment notice) (Appendix 2b) to bring your adoption leave entitlement to an end.

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

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

Section B: Adoption leave, statutory adoption pay		
<p>Guidance notes. If you are the adopter, please give your adoption leave (AL) dates below. If you are still on AL you must also submit an Ending Adoption Leave Early (curtailment notice) (Appendix 2b) to bring your AL to an end.</p> <p>If you are the adopter's Partner, please give the adopter's AL dates. If your Partner is not entitled to statutory AL, give the dates your Partner started and ended (or will end) her statutory adoption pay (SAP) period as applicable. The adopter must give the employer notice to curtail the AL period.</p>		
B1	AL/SAP start date	
B2	AL/SAP end date	
B3	Total AL / SAP (weeks)	

Section C: Shared parental leave		
<p>Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the adopter's AL period (see B3). The first period of shared parental leave cannot start until at least eight weeks after you submit this opt-in notice.</p>		
C1	Total SPL available (whole weeks).	
C2	Number of whole weeks' SPL intended to be taken by you.	
C3	Number of whole weeks' SPL intended to be taken by the person you will share SPL with.	
C4	Indication of dates you would like to take shared parental leave.	
C5	The dates in C4 will be treated as a non-binding until a Notice of Dates for Shared Parental Leave (Appendix 3b) is given.	

Section D: Statutory shared parental pay		
<p>Guidance notes. The total statutory shared parental pay (SPP) available is 39 weeks minus the adopter's AL period (see B3).</p>		
D1	Total SPP available (whole weeks).	
D2	Number of whole weeks' SPP intended to be taken by child's adopter.	
D3	Number of whole weeks' SPP intended to be taken by child's adopter's partner.	
D4	Indication of dates you would like to take SPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take SPP is given. (Appendix 1a) If you want to treat this notice as a notice to take SPP on the dates given in D4 tick here.	

Section E: Employee's declaration	
<p>Guidance notes. "Child" means the child referred to in Section A. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.</p> <p>Please tick as appropriate.</p>	
	I am the child's adopter and I am entitled to statutory AL. I have submitted an Ending Adoption Leave Early (Curtailment Notice) (Appendix 2b) (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).
	<i>Or</i> I am the child's adopter's Partner.
	I had at least 26 weeks' continuous employment in the week in which I was notified of having been matched with a child for adoption and have remained continuously employed since then.
	My normal weekly earnings in the eight-week period ending with the 15th week before the week in which the adopter is notified of being matched with a child is not less than the lower earnings limit.
	I expect to share the main responsibility for the care of the child with the person who has completed Section F.
	I intend to care for the child during each week that I am on shared parental leave and receiving ShPP.
	I will immediately inform my line manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or ShPP.
<p>The information I have given in this notice is accurate.</p> <p>Signed:</p> <p>Print name:</p> <p>Date:</p>	

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

Appendix 2b – Ending Adoption Leave Early (Curtailment Notice) (Adoption)

I wish my adoption leave period to end early on:

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

I confirm that the above date is:

	Please tick
At least 1 day after the end of the compulsory adoption leave period (2 weeks after the child was placed);	<input type="checkbox"/>
At least 8 weeks after the date on which I signed and dated this Ending Adoption Leave Early (Curtailment Notice) and provided a copy to my employer;	<input type="checkbox"/>
I understand that this Ending Adoption Leave Early (Curtailment Notice) is binding and cannot be revoked (subject to limited circumstances in paragraph 7.4 of the Shared Parental Leave policy).	<input type="checkbox"/>

I confirm that a copy of this Ending Adoption Leave Early (Curtailment Notice) has been provided to my line manager.

Insert name _____

Signed:

Print Name:

Date:

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix 3b: Period of Leave Notice (Adoption)

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

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

Start Date	End Date

Please tick A or B

- A I confirm that **Notice to Opt-In to Shared Parental Leave** (Appendix 1b) accompanies this form.
- B I confirm that I have already presented a **Notice to Opt-In to Shared Parental Leave** (Appendix 1b) to my line manager.

Signed: _____ Print name: _____

Date: _____

School use only

Received by:

Name: _____ Job Title: _____

Date: _____

Appendix D – Shared Parental Leave - the process

