
Shared Parental Leave Policy

Purpose

This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (ShPL) and statutory Shared Parental Pay (ShPP).

Scope

This policy applies to all employees. This policy does not form part of any employee's contract of employment and may be amended at any time. This policy applies to the birth of a child, or placement of an adopted child, on or after 5th April 2015.

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. All eligible employees have a statutory right to take Shared Parental Leave. Shared parental leave is regarded as a period of unpaid leave.

Eligibility

To qualify for Shared Parental Leave:

- The employee must be the child's mother or primary adopter; or
- The employee must be the biological father of the child; or
- The employee must be the mother's husband, or partner (including same sex relationships) or civil partner, or be the husband or partner (including same sex relationships) of the primary adopter;

Employees must satisfy the minimum employment criteria:

- The employee must still be working for the Company at the start of each period of SPL;
- The employee must have 26 weeks continuous service with the Company, 15 weeks before:
 - the expected week of childbirth; or
 - being notified of being matched with an adoptive child.
- The employee must correctly notify the organisation of their entitlement and provide evidence as required

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

Entitlement

Eligible parents will be able to share a maximum of 50 weeks leave and 39 weeks statutory pay to care for child within the first year of the child's life or in the year after the child is placed for adoption.

Shared parental leave cannot be taken until after the birth/placing of the child.

How periods of leave can be taken

Shared Parental Leave must be taken in complete weeks:

- a) as one continuous block, or
- b) in multiples of complete weeks

The minimum shared parental leave that can be taken is one week.

Both parents can choose to take leave at the same time or separately. You may take one or more periods of Shared Parental Leave per pregnancy or adoption.

Providing notice

Curtailment notice: Eligible employees intending to take shared parental leave must submit a maternity/adoption leave curtailment notice, giving at least 8 weeks' notice stating that they wish to end their maternity or adoption leave early.

Once an employee has ended their maternity/adoption leave and have returned to work they will only be entitled to statutory pay during periods of shared parental leave and cannot revert back onto maternity leave.

Entitlement notice: Before taking shared parental leave, a notice of entitlement and intention to take shared parental leave must be submitted. You may submit this at the same time as the curtailment notice or at a later date, but can be no later than 8 weeks before the date of the first period of shared parental leave.

Requesting periods of leave

You may request up to 3 separate period of shared parental leave and 3 withdrawal notices can be submitted. Requests for shared parental leave must be approved by your Manager and HR.

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Self-Certificate and Declaration

A self-certificate form must be provided (see below) as evidence of entitlement to shared parental leave. This form acts as a declaration stating that you:

- Meet all the criteria eligible for shared paternity leave and pay
- Have met the notification requirements

Each parent must submit a signed declaration to HR with the notice of entitlement and intention, stating:

- 1) Their full name
- 2) Their partner's full name
- 3) The name and address of their partner's employer
- 4) Confirmation that their partner is eligible for shared parental leave
- 5) A statement that the information provided within the declaration is accurate
- 6) Details of the amount of leave each partner is to take
- 7) The consent of their partner, that they agree to the amount of shared parental leave each partner is to take

Monitoring this policy

The company reserves the right to require documentation or other evidence to support the request for time off. The company also reserves the right to refuse time off if it believes that the policy is being abused.

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.

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Self-Certificate and Declaration Form

Employee Name:
Employee Number:
Department:
Line Manager:

I declare that I meet all the criteria eligible for shared paternity leave and pay outlined in the Shared Parental Leave Policy.

Notice of entitlement and intention:

My partners full name	
The name and address of my partners employer	
Confirmation that they are eligible for shared parental leave	
I confirm that the information provided in this declaration is accurate	
The amount of leave my partner and I wish to take are	
Signed declaration from their partner, that they agree to the amount of shared parental leave each partner is to take	Signature of partner:

Employee Signature:
Date:

Please submit this form completed to a member of the HR department. We aim to respond to your declaration and request within two weeks.