

## Swansea University – Shared Parental Leave Procedure

|                 |                                   |                  |           |
|-----------------|-----------------------------------|------------------|-----------|
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| Owner:          | Head of Equality, Human Resources |                  |           |
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### Introduction and Aims

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 Shared Parental Pay. This procedure sets out the entitlements and application process for staff who wish to take Shared Parental Leave (SPL) and Shared Parental Pay (ShPP)

**The University recognises the benefit to staff to improving the balance between work and family commitments. In support of this it has agreed to pay enhanced Shared Parental Pay for eligible staff. It also recognises that arranging cover for this leave may present difficulties at a Departmental level and therefore encourages staff to have early conversations with their managers regarding their intentions to take shared parental leave, to help minimise the potential disruption that any leave may have.**

Shared Parental Leave is open to all eligible employees regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity or gender expression, sexual orientation, marriage or civil partnership, pregnancy or maternity or any other equality characteristic. This procedure applies to all staff, including for the avoidance of doubt, trans and non-binary staff.

Any reference to ‘partner’ should be read as including same-sex partners and same-sex spouses or same-gender or non-heterosexual couples.

### 1 Eligibility to Shared Parental Leave

1.1 Shared Parental Leave can only be used by two people:

- ◆ The birth parent/adopter **and**
- ◆ One of the following:
  - the non-birth parent of the child (in the case of birth) or
  - the partner of the child's birth parent/adopter.

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

Additionally an employee seeking to take Shared Parental Leave must satisfy each of the following criteria:

- ◆ the employee must have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- ◆ the employee's partner must have worked for at least 26 weeks in the 66 weeks leading up to the child's expected due date/matching date and earned the minimum weekly average set by the Government in any 13 of those weeks (such statutory minimum sum changes annually and announced by the Government and so it is recommended that the employee check the Government website or contact HR for more information);
- ◆ the employee must still be working for Swansea University at the start of each period of Shared Parental Leave;
- ◆ the birth parent/adopter of the child must be entitled to statutory maternity/adoption leave and must have ended or given notice to reduce any maternity/adoption entitlements;
- ◆ the employee must correctly notify Swansea University of their entitlement and provide evidence as required.

1.2 Eligible employees may be entitled to take up to 50 weeks Shared Parental Leave during the child's first year in their family (after the statutory minimum period of 2 weeks maternity/adoption leave).

The number of weeks available depends on when the birth parent/adopter brings their maternity/adoption leave to an end. They are entitled to a maximum of 52 weeks maternity or adoption leave, but can choose to end this early and take any remaining weeks as Shared Parental Leave.

The birth parent/adopter does not necessarily have to have ended their maternity/adoption leave for their partner to take Shared Parental Leave, as long as they have given notice to curtail their leave at a specified future date and the total amount of leave taken by both parents does not exceed 52 weeks.

Shared Parental Leave must end no later than one year after the birth/placement of the child.

Any Shared Parental Leave not taken by the first birthday or first anniversary of placement for adoption is lost.

(N.B. the partner may also be entitled to two weeks partner/paternity leave (to be taken in the first eight weeks) and they are encouraged to use this before taking shared parental leave. If they do not do so they will lose any untaken paternity leave entitlement.

## 2 Notice Requirements for Shared Parental Leave

The notices that employees must give to their employer to be able to take Shared Parental Leave are made up of three elements. They are:

- ◆ a "curtailment notice" from the birth parent/adopter setting out when they propose to end their maternity /adoption leave (unless they have already returned to work from maternity or adoption leave); (Form 1)
- ◆ a "notice of entitlement and intention" from the employee giving an initial, non-binding indication of each period of Shared Parental Leave that they are requesting; (Form 2a and 3a) and
- ◆ a "period of leave notice" from the employee setting out the start and end dates of each period of Shared Parental Leave that they are requesting (Form 2b and 3b).

The notice periods set out below are the minimum required by law. However, the earlier the employee informs their manager of their intentions, the more likely it is that appropriate cover for their role can be organised. If the employee wants to take periods of discontinuous leave, earlier notice will allow for the request to be more favourably considered.

If an employee has already decided the pattern of Shared Parental Leave that they would like to take, they can provide more than one type of notice at the same time. For example, the birth parent /adopter could provide a curtailment notice, notice of entitlement and intention and period of leave notice at the same time. Similarly, the partner could provide their notice of entitlement and intention and period of leave notice at the same time.

Shared Parental Leave can start on any day, however, it can only be taken in blocks of 'weeks'. It can be taken by the partner whilst the birth parent/adopter is still on maternity/adoption leave as long as the birth parent/adopter has submitted their curtailment notice to indicate that they will end their maternity/adoption leave early.

## 2.1 Maternity / Adoption Curtailment Notice

Before either parent can take Shared Parental Leave, the birth parent/adopter must give notice of their intention to end their maternity/adoption leave by completing, the Curtailment Notice (Form 1) and submitting it to their line manager.

The Curtailment Notice Form can be provided before or after the birth/adoption but must state the date on which maternity/adoption leave is to end. That date must be:

- ◆ after the two week compulsory maternity/adoption leave period, or after the adopter has taken two weeks adoption leave
- ◆ at least eight weeks after the submission of the form; and
- ◆ at least one week before what would be the end of the maternity/adoption leave period.

Once the birth parent/adopter has given notice to end their maternity or adoption leave this is binding and cannot be withdrawn unless:

- ◆ it is discovered that neither the birth parent/adopter nor the partner are entitled to shared parental leave or statutory shared parental pay and the birth parent/adopter withdraws their maternity/adoption leave curtailment notice within eight weeks of the date on which the notice was given;
- ◆ the maternity/adoption leave curtailment notice was given before the birth/placement of the child and the birth parent/adopter withdraws their maternity/adoption leave curtailment notice within six weeks of the child's birth/placement;
- ◆ the partner has died.

## 2.2 Notice of Entitlement and Intention

Employees who are entitled and intend to take Shared Parental Leave must give their line manager written notice of this at least eight weeks before they can take any period of Shared Parental Leave. This can be done at the same time as the curtailment notice, or separately, as long as the required 8 weeks notice is given.

The notice of entitlement to take Shared Parental Leave must include:

- ◆ how many weeks maternity/adoption leave has/will be taken
- ◆ how much leave both parents are entitled to take
- ◆ how much leave each parent intends to take
- ◆ when they expect to take their leave

- ◆ the signatures of both parents

A birth parent/adopter wishing to submit their entitlement and intention should complete Form 2 part a. A partner wishing to submit their entitlement and intention should complete Form 3 part a.

A copy of the birth certificate or evidence of when they were matched with the child, and the name and business address of the partner's employer should be provided within 14 days of the Shared Parental Leave entitlement notification being given.

If either parent wishes to claim Shared Parental Pay then the birth parent/adopter must also give notice to reduce or end their maternity/adoption pay entitlement.

The details provided in the Notice of Entitlement and Intention are not binding and can be varied (or cancelled) until a Period of Leave Notice in relation to that period of leave is submitted (see below). However, to change the allocation of leave between them, both parents must notify their employer in writing of the following:

- ◆ Details of their original division of leave
- ◆ Advising of the fact they are changing it Example bullet point style
- ◆ Advising how they now intend to take the available Shared Parental Leave

Both parents must sign the notice to confirm that they are in agreement with the variation.

### 2.3 Period of Leave Notice

Leave can be booked at the same time as, or following, the employee notifying their manager of their entitlement to Shared Parental Leave.

A notice to book Shared Parental Leave must be submitted at least 8 weeks before any period of leave would begin.

To do this, employees should complete Form 2 part b if they are the birth parent/adopter or Form 3 part b if they are the partner.

Employees can submit up to three Period of Leave Notices, and each of these can be a request for a continuous or discontinuous period of leave.

If the child has not yet been born or in the case of adoption, placed, then a booking can specify that it will commence after a period of time following the birth (e.g. 'two weeks after the child's birth').

Situations will arise where an employee may need to vary or cancel a period of booked leave. An employee should give written notice to vary/cancel their leave and make clear what change they are seeking. Any variation must be made at least 8 weeks before the varied dates begin.

A notice to vary booked Shared Parental Leave will count as a further notification. Therefore if the employee had originally agreed the leave as part of their first notice to book Shared Parental Leave, cancelling or varying the leave would count as a second notification, meaning that they would only have one more notification to use any remaining leave. Both parents are therefore advised to ensure that they have detailed discussions about their wishes with their line manager before submitting the Period of Leave Notice.

If the employee has already used up all of their notifications the University is under no obligation to agree to vary/cancel the leave but could still consider the request and decide whether it is reasonably practicable to grant it.

Instances where the University proposes a variation to leave, and the employee is agreeable, would not count as a further notification and this should be confirmed in writing. Changes as a result of a child being born early or, in the case of an adopted child a change of date regarding placement, will not count as further notification.

Any variation will be confirmed in writing by Human Resources.

### **3. Responding to a Shared Parental Leave Notification**

Once the line manager 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 request was made.

All notices for continuous leave will be confirmed in writing by Human Resources.

#### **3.1 Responding to Requests for Discontinuous Leave**

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

Each request for discontinuous leave will be considered by the line manager, through discussion with the employee and Human Resources; 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 Shared Parental Leave.

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 College/Department 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 15<sup>th</sup> 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.

### **4. Shared Parental Pay**

Eligible employees may be entitled to take up to 37 weeks Shared Parental Pay while taking Shared Parental Leave. The amount of weeks available will depend on the amount by which the birth parent/adopter reduces their maternity/adoption pay period or maternity allowance period.

Shared Parental Pay may be payable during some or all of Shared Parental Leave, depending on the length and timing of the leave. It is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

There is no entitlement to maternity or adoption pay while on shared parental leave.

#### **4.1 Eligibility for statutory shared parental pay**

In addition to meeting the eligibility requirements for Shared Parental Leave, an employee seeking to claim Shared Parental Pay must satisfy each of the following criteria:

- ◆ the birth parent/adopter must be entitled to statutory maternity or adoption pay (or 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 Shared Parental Pay is payable;

- ◆ the employee must have an 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 which 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 Shared Parental Pay has begun;
- ◆ the employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive Shared Parental Pay they must, at least eight weeks before receiving any Shared Parental Pay, give their line manager written notice advising of their entitlement to Shared Parental Pay, (using form 2 or 3 part a).

Any Shared Parental Pay due will be paid at a rate set by the Government for the relevant tax year. The rates for Statutory Shared Parental Pay can be found at: <https://www.gov.uk/pay-leave-for-parents>

## 4.2 Occupational Shared Parental Pay

To be eligible to receive Swansea University Occupational Shared Parental Pay (OShPP), which is inclusive of Statutory Shared Parental Pay, employees must:

- ◆ Have completed at least 52 weeks' continuous service with the University by the Expected Date of Childbirth (EDC)
- ◆ Notify Human Resources by submitting the leave application form no later than 8 weeks before the date leave is due to commence

Return to work in either a full or part time capacity for at least 13 weeks following the leave. It should be noted that annual leave accrued during leave and subsequently taken on return will not count towards those 13 weeks. The University reserves the right to reclaim all the Non-Statutory elements of pay if an employee fails to return for this period of time.

Employees who meet the eligibility criteria set out above are entitled to the following entitlement less any maternity/adoption leave that has been taken or is planned to be taken, and how the Shared Parental Leave and pay will be shared between the parents/partners:

| Weeks following commencement of maternity / adoption leave | Pay             |
|--|-----------------|
| 3-8  | Full pay        |
| 9-26   | Half pay + ShPP |
| 27-39  | ShPP only       |
| 40-52  | Unpaid          |

The entitlement to OSPP will be shared between partners, so that the combined entitlement to OSPP per couple does not exceed the maximum entitlement to Occupational Maternity Pay, i.e. 8 weeks full pay and 18 weeks half pay. If one partner is not eligible for OSPP, each partner will receive pay based on their individual entitlement.

Please see Appendix 1 for examples of how ShPL may be taken.

## 5 Terms and Conditions during Shared Parental Leave

## 5.1 Contractual Rights

During Shared Parental Leave (both paid and unpaid) employees retain all of their contractual rights except remuneration.

Taking a period of Shared Parental Leave will not affect the employee's incremental date, pay awards or continuous service.

## 5.2 Annual Leave

Employees will continue to accrue annual leave during paid and unpaid shared parental leave. They will also accrue any University Days that occur during shared parental leave. However, Bank Holidays will not be accrued.

If a period of shared parental leave falls in two annual leave years, then annual leave may be carried over as long as this is taken immediately after the period of shared parental leave.

## 5.3 Pension Arrangements

Employees on shared parental leave will continue to be members of the relevant pension scheme.

The period of paid shared parental leave will count in full as pensionable service. Whilst in receipt of ShPP, employees will pay contributions based on the pay they receive, and the University will pay the remainder of the employee contributions and the full employer contributions based on the full salary (except for the NHS Scheme where employees pay contributions based on the pay they receive and the University pays contributions on the normal full salary).

During a period of any unpaid leave, membership of the relevant pension scheme will be suspended. However, employees will not be treated as having left the scheme unless they fail to resume employment after the unpaid leave. It is possible for employees with the consent of the University to make up their contributions for all or part of the period of suspended membership, and the University will continue to pay its contributions.

If contributions are NOT maintained during a period of suspended membership, a USS member is able to pay a special contribution directly to USS to cover the death-in-service/incapacity retirement benefits. If a special contribution is not paid and a USS member dies or becomes incapacitated during that time, they will be treated as a deferred member (i.e. the death-in-service payment of 3 x salary and incapacity retirement benefits as an active member will not apply).

If an employee is a member of SUPS/NEST, membership of the relevant scheme may continue for up to 3 years at the University's discretion. In this case, death benefits will continue to be payable and members will be given the opportunity to buy back lost service on their return to work.

## 6 Returning to work after Shared Parental Leave

The employee will have been formally advised in writing of the end date of any period of Shared Parental Leave. The employee is expected to return on the next working day after this date, unless they notify their manager otherwise. If they are unable to attend work due to sickness or injury, the 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 their manager 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 University does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

Employees are entitled to return to work to their original job under their original contract and on no less favourable terms and conditions. If this is not reasonably practicable they will be found suitable

alternative employment, where the terms and conditions are not substantially less favourable than their original job.

An employee may wish to apply to vary their working arrangements on their return to work from Shared Parental leave. They should do this via the University's Flexible Working Policy.

Academic Staff with a research or innovation and engagement enhanced strand are eligible to six months relief from teaching duties on their return from maternity leave, to allow a period of time to concentrate on their research and hence minimise the impact of their maternity leave on research outputs. Academic staff with a teaching & scholarship enhanced strand are eligible for a 50% reduction in teaching load for their first semester. On return they will also be allocated the modules they have previously taught (unless requested by the member of staff to change).

Employees requesting flexible working or relief from teaching duties should initially discuss this with the Head of College/Director at the earliest convenience, ideally before the commencement of their leave but not later than 8 weeks before the notified return to work date.

Any change must be agreed with the line manager in conjunction with Human Resources.

## 7 Contact during shared parental leave

### 7.1 Keeping in Touch

Before going on Shared Parental Leave, the line manager and employee should discuss and agree any voluntary arrangements for keeping in touch during the Shared Parental Leave period, including:

- ◆ any voluntary arrangements that may help the employee keep in touch with developments at work and, nearer the time of their return, to help facilitate their return to work
- ◆ keeping the manager in touch with any developments that may affect the intended date of return.

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

An employee can agree to work for the University (or attend training) for up to 20 days during Shared Parental Leave without bringing their period of Shared Parental Leave to an end or impacting on their right to claim Shared Parental Pay for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days and are in addition to the entitlement to 10 KIT (Keeping in Touch) Days during maternity/adoption leave. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The University 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 Shared Parental Leave. Any work undertaken is a matter for agreement between the line manager and the employee. If a SPLIT day is worked the employee's Shared Parental Pay will be made up to full pay for those hours worked. If the employee is on unpaid Shared Parental Leave they will be paid at the normal hourly rate. If a SPLIT day occurs during a week when the employee is receiving Shared Parental Pay, this will be effectively 'topped up' so that the employee receives full pay for the day in question. Any SPLIT days worked do not extend the period of Shared Parental Leave.

An employee, with the agreement of the line manager, may use SPLIT days to work part of a week during Shared Parental Leave. The line manager and the employee may use SPLIT days to effect a gradual return to work by the employee towards the end of a long period of Shared Parental Leave or to trial a possible flexible working pattern.

## 8 Fraudulent Claims for Shared Parental Leave and Pay

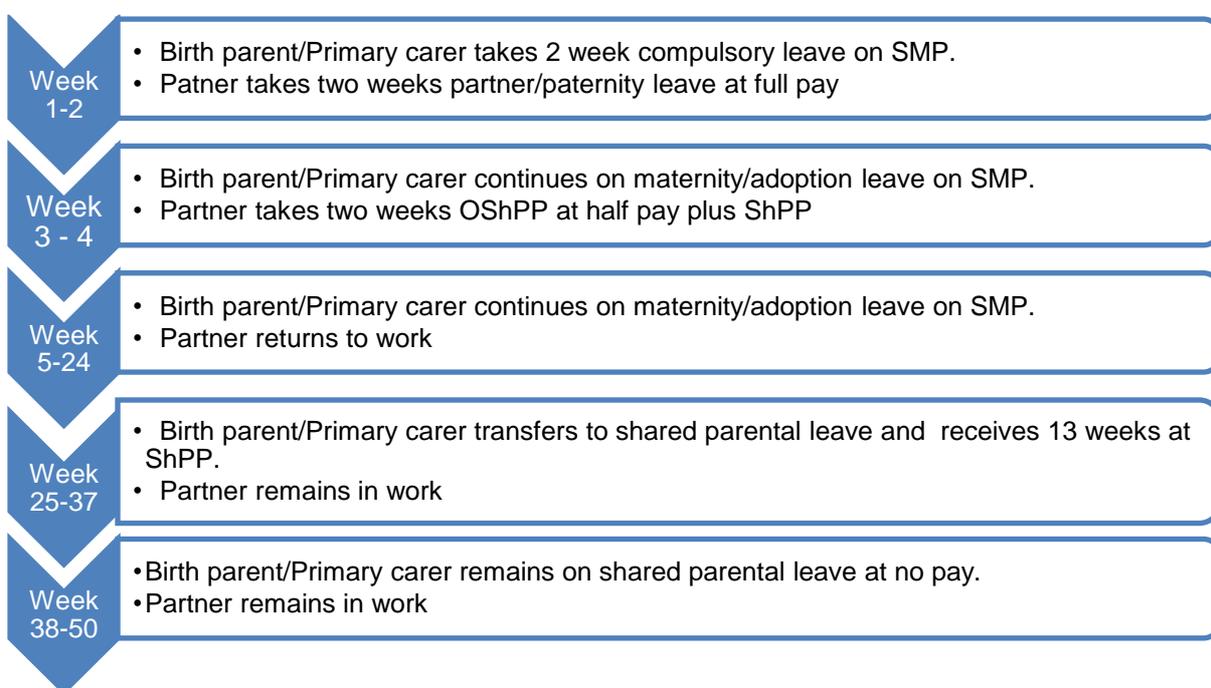
The University can, where there is a suspicion that fraudulent information may have been provided or where the University has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the Conduct Ordinance.

### Examples of how employees may take Shared Parental leave

We recognise that family and parenting arrangements can be diverse, and that not all situations may have been covered in this procedure. If you would like specific advice on how shared parental leave can work for you, please contact Human Resources.

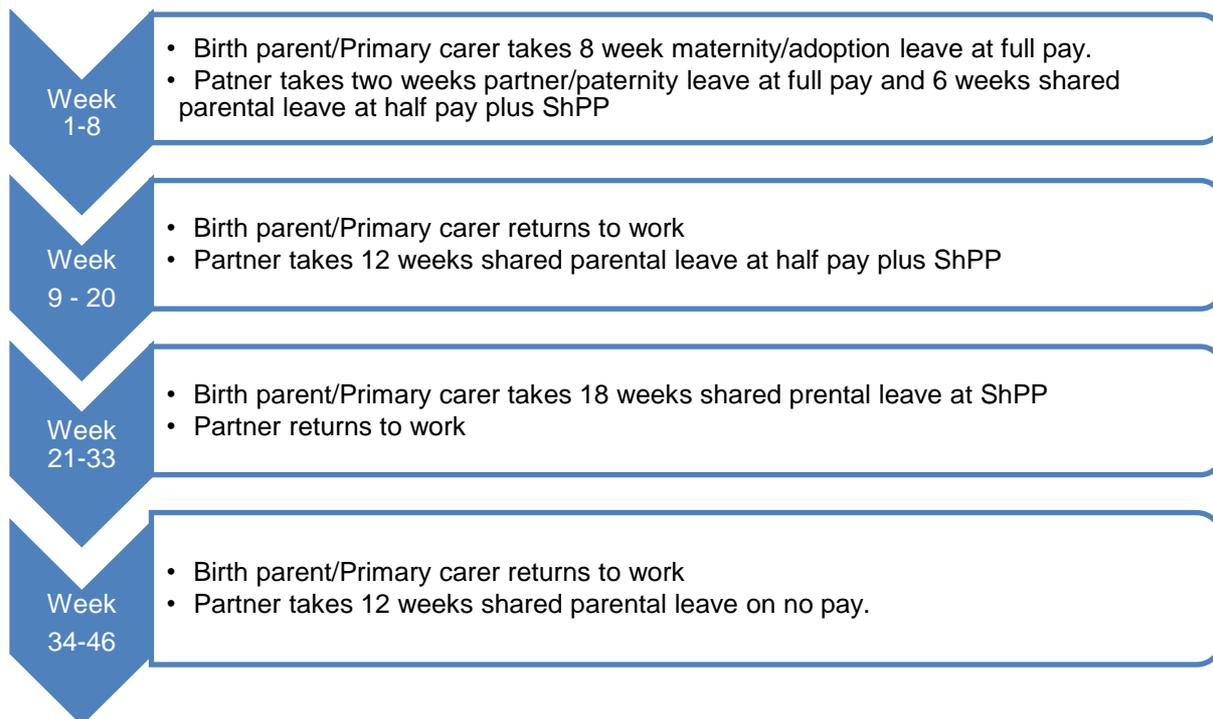
#### Example 1

Partner works for the University and is entitled to occupational shared parental pay, birth parent/primary carer doesn't work for the University and is entitled to SMP.



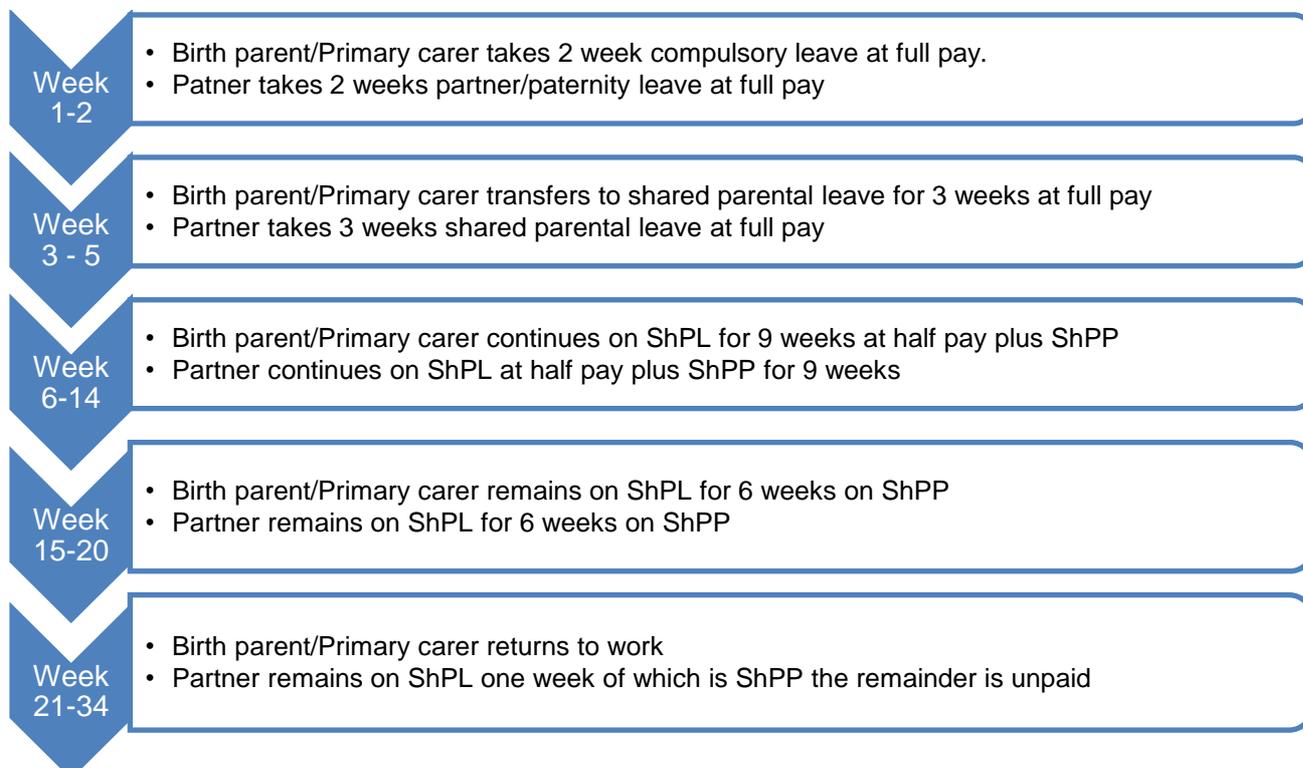
#### Example 2

Both parents / partners work for the University and are entitled to occupational shared parental pay.



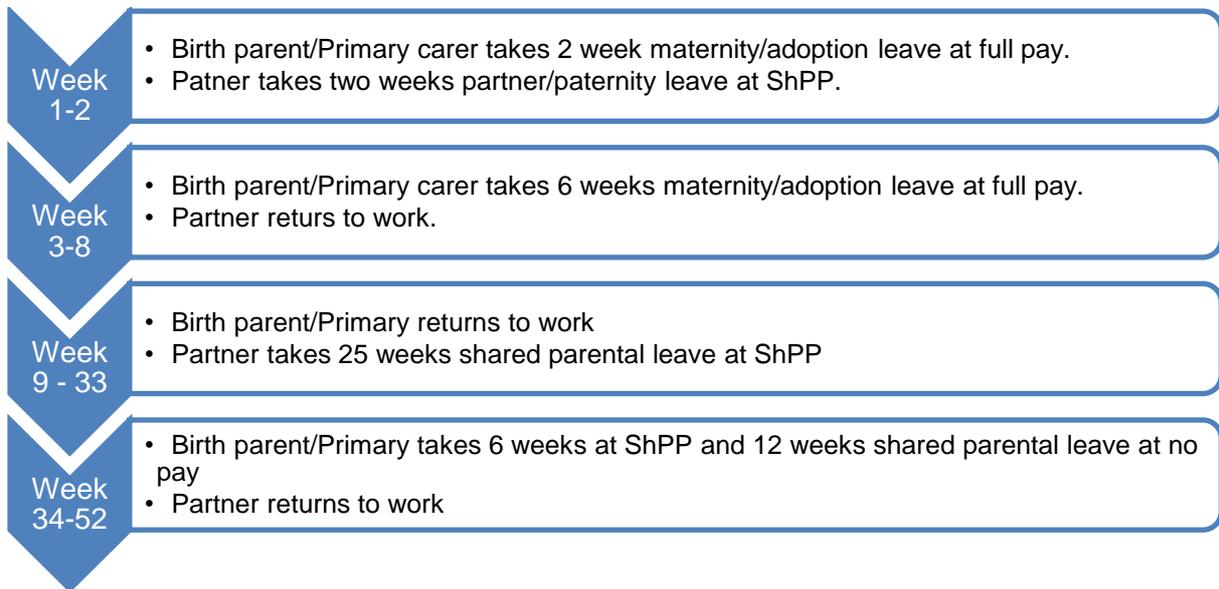
### Example 3

Both parents / partners work for the University and both are entitled to occupational shared parental pay.



Example 4

Birth parent/primary carer works for the University and is entitled to occupational shared parental pay, partner does not and is entitled to statutory parental pay.



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**Form 1: Curtailment of Maternity/Adoption Leave and Pay**

| <b>SECTION A: General (must be completed)</b>   |  |
|---|--|
| Please accept this as my notice to curtail my maternity/adoption leave and/or Maternity/Adoption Pay. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my maternity/adoption leave and pay will end on the date given in Section C. I understand that I can only reinstate my maternity/adoption leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner to opt into SPL and ShPP, I can only reinstate my SMP/SAP if I revoke this notice before the end date given in Section C. |  |
| Birth parent's/Adopter's surname  |  |
| Birth parent's/Adopter's first name(s)  |  |
| Birth parent's/Adopter's staff number* <i>if applicable</i>   |  |
| Birth parent's/Adopter's start date in the University* <i>if applicable</i>   |  |
| Child's expected date of birth/placement  |  |
| Actual date of child's birth/placement (if known)   |  |
| <b>SECTION B: Curtailing maternity/adoption leave (must be completed)</b>   |  |
| Date statutory maternity/adoption leave started/is intended to start  |  |
| Date statutory maternity/adoption leave will come to an end   |  |
| Total number of weeks of statutory maternity/adoption leave that will have been taken at the date that statutory maternity/adoption leave ends  |  |
| <b>SECTION C: Curtailing maternity/adoption pay (only complete if claiming ShPP)</b>  |  |
| Date SMP/SAP started/is intended to start   |  |
| Date SMP/SAP will come to an end  |  |
| Total number of weeks of SMP/SAP that will have been paid at the date that SMP/SAP ends   |  |
| <b>SECTION D: Signature (must be completed)</b>   |  |
| Signature of birth parent/adopter   |  |
| Date signed   |  |

| <b>Head of College / Department</b> |       |
|-------------------------------------|-------|
| Signed:                             | Date: |
| <b>HR Department :</b>              |       |
| Signed:                             | Date: |

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**Form 2a: Notification that Birth parent/Adopter is intending to take SPL and/or ShPP**

| <b>SECTION A: General (must be completed)</b>  |  |
|--|--|
| Please accept this as notification that I (the birth parent/adopter) am entitled to and intend to take SPL (and ShPP if section C is completed).                                   |  |
| Birth parent's/Adopter's surname   |  |
| Birth parent's/Adopter's first name(s)   |  |
| Birth parent's/Adopter's staff number  |  |
| Birth parent's/Adopter's start date in the University  |  |
| Partner's surname  |  |
| Partner's first name(s)  |  |
| Partner's Address  |  |
| Partner's National Insurance number (State 'none' if no number is held)  |  |
| Child's expected date of birth/placement   |  |
| Actual date of child's birth/placement (if child not yet born/placed I will provide this information as soon as reasonably practicable and before I take any SPL)                  |  |
| <b>SECTION B: Maternity/Adoption entitlement details (all answers that apply must be completed)</b>  |  |
| Date birth parent/adopter started (or intends to start) statutory maternity/adoption leave   |  |
| Date birth parent's/adopter's statutory maternity/adoption leave ended (or will end)   |  |
| Total number of weeks of statutory maternity/adoption leave that will have been taken at the date that statutory maternity/adoption leave ends                                     |  |
| Date birth parent/adopter started (or intends to start) SMP/SAP or MA  |  |
| Date birth parent's/adopter's SMP/SAP or MA ended (or will end)  |  |
| Total number of weeks SMP/SAP or MA has been paid or will have been paid at date of curtailment  |  |
| Total number of weeks by which SMP/SAP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP/SAP or MA has been paid or will have been paid at date of curtailment) |  |
| <b>SECTION C: Amount of SPL available (must be completed)</b>  |  |
| Total number of weeks of SPL created (52 weeks less total number of weeks taken and any SPL from a previous notice and revocation)   |  |
| Total number of weeks of SPL I (the birth parent/adopter) intend to take   |  |
| Total number of weeks of SPL my partner intends to take  |  |
| <b>SECTION D: Indication of Birth parent's/Adopter's leave intentions (must be completed but is not binding)</b>   |  |

|  |  |
|--|--|
| I (the birth parent/adopter) currently expect to take SPL as follows:  |  |
| Note: It will usually be helpful to answer this in a "From... To..." format  |  |
| <b>SECTION E: Amount of ShPP available (only complete if claiming ShPP)</b>  |  |
| Total number of weeks of ShPP created (39 weeks less total number of SMP/SAP taken and any ShPP paid from a previous notice and revocation)  |  |
| Total number of weeks of ShPP I (the birth parent/adopter) intend to take:   |  |
| Total number of weeks of ShPP my partner intends to take:  |  |
| I (the birth parent/adopter) currently expect to take ShPP as follows:   |  |
| Note: It will usually be helpful to answer this in a "From... To..." format  |  |
| <b>SECTION F: Birth parent's/Adopter's declaration (must be completed)</b>   |  |
| <b>The following points apply in all circumstances where a birth parent/adopter is entitled to maternity/adoption leave:</b>   |  |
| <ul style="list-style-type: none"> <li>• I am giving notice that I am entitled to and intend to take SPL</li> <li>• I have, or will have, been continuously employed for 26 weeks at the end of the 15<sup>th</sup> week before the week in which the child is due/was notified of being matched for adoption</li> <li>• I will remain employed with the University until any period of SPL that I intend to take</li> <li>• I had (or will have) the main responsibility for the care of the child at the time of the child's birth/placement (along with my partner who has made the declaration below)</li> <li>• I am entitled to maternity/adoption leave, my maternity/adoption leave period is reduced and the remaining weeks are now available as SPL</li> <li>• I will inform the University immediately if I am no longer caring for my child</li> <li>• I will give the University documentation confirming the birth/adoption of the child if requested within 14 days of the date of this notice</li> <li>• I will give the University the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice</li> <li>• I (or my partner) have given a period of SPL notice</li> <li>• The information provided in this declaration is accurate and meets the notification requirements for SPL</li> </ul> |  |
| <b>The following points only apply if Section E has been completed:</b>  |  |
| <ul style="list-style-type: none"> <li>• I am giving notice that I am entitled to and intend to take ShPP</li> <li>• I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15<sup>th</sup> week before the expected week of childbirth/placement</li> <li>• I am entitled to SMP/SAP my maternity/adoption pay period is reduced and t <b>ShPL Form 2a</b> remains is available as ShPP</li> <li>• I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)</li> <li>• I intend to care for my child in the weeks I receive ShPP</li> <li>• I will remain employed with the University until before the date of my first period of ShPP</li> <li>• I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP/SAP or MA</li> <li>• The information provided in this declaration is accurate</li> </ul>  |  |
| Signature of birth parent/adopter  |  |

|  |  |
|--|--|
| Date signed  |  |
| <b>SECTION G: Partner's declaration (must be completed)</b>  |  |
| <ul style="list-style-type: none"> <li>• I am the parent of the child, or at the date of the birth/placement I was/will be the birth parent's/adoption's partner living with them and the child in an enduring relationship</li> <li>• I had (or will have) the main responsibility for the care of our child at the time of the birth/adoption (along with the child's birth parent/adoption)</li> <li>• I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth/notification of match</li> <li>• I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of childbirth/ notification of match</li> <li>• I consent to the amount of SPL which the birth parent/adoption intends to take, as set out in Section D above.</li> <li>• I consent to the University processing the information I have provided</li> <li>• I consent to the amount of ShPP which the birth parent/adoption intends to take, as set out in Section E above.</li> <li>• The information provided in this declaration is accurate</li> </ul> |  |
| Signature of partner   |  |
| Date signed  |  |

|                                     |       |
|-------------------------------------|-------|
| <b>Head of College / Department</b> |       |
| Signed:                             | Date: |
| <b>HR Department :</b>              |       |
| Signed:                             | Date: |

P1920-701

**Form 2b: Notice to book a period of Shared Parental Leave (SPL) (for Birth parent/Adopter)**

|   |            |
|---|------------|
| My current remaining entitlement to SPL is:   | weeks      |
| This is my first/second/third* notification to book leave.                              |            |
| I will be taking a continuous period of leave   | from: to:  |
| I would like to apply for discontinuous leave as follows:                               |            |
| I understand this will not automatically be granted but will be given due consideration |            |
| My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is             | weeks      |
| During my period of SPL I would like to receive   | weeks ShPP |
| Signature of birth parent/adopter   |            |
| Date signed   |            |

\*Delete as appropriate

|                                     |       |
|-------------------------------------|-------|
| <b>Head of College / Department</b> |       |
| Signed:                             | Date: |
| <b>HR Department :</b>              |       |
| Signed:                             | Date: |

P1920-701

**Form 3a: Notification that Partner is intending to take SPL**

| <b>SECTION A: General (must be completed)</b>  |  |
|--|--|
| Please accept this as notification that I (the birth parent's/adopter's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).                       |  |
| Partner's Surname  |  |
| Partner's First name(s)  |  |
| Partner's Staff number   |  |
| Partner's start date in the University   |  |
| Birth parent's/Adopter's surname   |  |
| Birth parent's/Adopter's first name(s)   |  |
| Birth parent's/Adopter's Address   |  |
| Birth parent's/Adopter's National Insurance number (State 'none' if no number is held)   |  |
| Child's expected date of birth/placement   |  |
| Actual date of child's birth/placement (if child not yet born/placed I will provide this information as soon as reasonably practicable and before I take any SPL)                  |  |
| <b>SECTION B: Maternity/Adoption entitlement details (all answers that apply must be completed)</b>  |  |
| Date birth parent/adopter started (or intends to start) maternity/adoption leave (if applicable)   |  |
| Date birth parent's/adopter's maternity/adoption leave ended (or will end) (if applicable)   |  |
| Total number of weeks of maternity/adoption leave taken (or that will be taken) when maternity/adoption leave ends   |  |
| Date birth parent/adopter started (or intends to start) SMP/SAP or MA (if applicable)  |  |
| Date birth parent's/adopter's SMP/SAP or MA ended (or will end) (if applicable)  |  |
| Total number of weeks SMP/SAP or MA has been paid or will have been paid at date of curtailment  |  |
| Total number of weeks by which SMP/SAP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP/SAP or MA has been paid or will have been paid at date of curtailment) |  |
| <b>SECTION C: Amount of SPL available (must be completed)</b>  |  |
| Total number of weeks of SPL created (52 weeks less total number of weeks taken and any SPL from a previous notice and revocation)   |  |
| Total number of weeks of SPL created (50 max)  |  |
| Total number of weeks of SPL I (the partner) intend to take  |  |
| Total number of weeks of SPL the birth parent/adopter intends to take (if applicable)  |  |
| <b>SECTION D: Indication of Partner's leave intentions (must be completed but is not binding)</b>  |  |

I (the partner) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

| <b>SECTION E: Amount of ShPP available (only complete if claiming ShPP)</b>  |  |
|--|--|
| Total number of weeks of ShPP created (39 weeks less total number of SMP/SAP/MA taken and any ShPP paid from a previous notice and revocation)   |  |
| Total number of weeks of ShPP I (the partner) intend to take:  |  |
| Total number of weeks of ShPP birth parent/adoption intends to take:   |  |
| I (the partner) currently expect to take ShPP as follows:  |  |
| Note: It will usually be helpful to answer this in a "From... To..." format  |  |
| <b>SECTION F: Partner's declaration (must be completed)</b>  |  |
| <p><b>The following points apply in all circumstances:</b></p> <ul style="list-style-type: none"> <li>• I am giving notice that I am entitled to and intend to take SPL</li> <li>• I am the parent of the child, or at the time of the birth/placement I was/will be the birth parent's/adopter's partner living with them and the child in an enduring relationship</li> <li>• I have been (or will be) continuously employed for 26 weeks at the end of the 15<sup>th</sup> week before the week in which the child is due/notification of match</li> <li>• I will remain employed with this employer until any period of SPL that I intend to take</li> <li>• I had (or will have) the main responsibility for the care of our child at the time of the child's birth/placement (along with the child's birth parent/adopter who has made the declaration below)</li> <li>• I will give the University documentation confirming the birth/adoption of the child if requested within 14 days of the date of this notice</li> <li>• I will give the University the name and address of the birth parent's/adopter's employer or a declaration that they do not have an employer if requested within 14 days of the date of this notice</li> <li>• I will inform the University immediately if I am no longer caring for our child or if my partner revokes their notice to curtail their maternity/adoption leave or SMP/SAP/maternity allowance period</li> <li>• I (or my partner) have given a period of SPL notice</li> <li>• The information provided in this declaration is accurate and meets the notification requirements for SPL</li> </ul> <p><b>The following points only apply if Section E has been completed:</b></p> <ul style="list-style-type: none"> <li>• I am giving notice that I am entitled to and intend to take ShPP</li> <li>• I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15<sup>th</sup> week before the expected week of childbirth</li> <li>• I intend to care for my child in the weeks I receive ShPP</li> <li>• I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)</li> <li>• I will remain employed the University until before the date of my first period of ShPP</li> <li>• The information provided in this declaration is correct</li> </ul> |  |
| Signature of partner   |  |
| Date partner signed  |  |

**SECTION G: Birth parent's/Adopter's declaration (must be completed)**
**The following points apply in all circumstances:**

- I had (or will have) the main responsibility for the care of the child at the time of the birth/placement (along with my partner who has made the declaration above)
- I am entitled to maternity/adoption leave and/or SMP/SAP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity/adoption leave (or I have returned to work) and/or my entitlement to SMP/SAP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth/notification of match
- I have (or will have) earned in total the statutory minimum weekly wage in 13 weeks of the 66 weeks before the expected week of birth/notification of match (as set each year by the Government)
- I will immediately inform my partner if I revoke my notice to curtail my maternity/adoption leave or, if I am not entitled to maternity/adoption leave, my SMP/SAP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to the University processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

**The following points only apply if Section E has been completed:**

- I am entitled to SMP/SAP or MA, and I have reduced (or will reduce) the SMP/SAP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP/SAP or MA
- I consent to the person who will pay ShPP to my partner or the child's non-birth parent processing the information I have provided
- The information provided in this declaration is correct

Signature of birth parent/adopter

Date signed

**Head of College / Department**

Signed:

Date:

**HR Department :**

Signed:

Date:

P1920-701

**Form 3b: Notice to book a period of Shared Parental Leave (SPL) (for Partner)**

|   |       |     |            |
|---|-------|-----|------------|
| My current remaining entitlement to SPL is:   |       |     | weeks      |
| This is my first/second/third* notification to book leave.                              |       |     |            |
| I will be taking a continuous period of leave   | from: | to: |            |
| I would like to apply for discontinuous leave as follows:                               |       |     |            |
| I understand this will not automatically be granted but will be given due consideration |       |     |            |
| My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is             |       |     | weeks      |
| During my period of SPL I would like to receive:  |       |     | weeks ShPP |
| Signature of partner  |       |     |            |
| Date signed   |       |     |            |

\*Delete as appropriate

|                                     |       |
|-------------------------------------|-------|
| <b>Head of College / Department</b> |       |
| Signed:                             | Date: |
| <b>HR Department :</b>              |       |
| Signed:                             | Date: |