



Arnold Mill Primary School Shared Parental Leave Policy

June 2024

School Shared Parental Leave Policy

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1. Introduction

- 1.0 This policy is recommended for adoption by all Nottinghamshire schools, including: Community Schools, Voluntary Aided and Voluntary Controlled Schools, Academy Schools, Foundation and Trust Schools. Due to the complexities of this area of employment law, governing bodies are strongly advised to adopt this policy without amendment. If an academy or other school outside the control of Nottinghamshire County adopts this policy, references to the council as the employer will need to be replaced by the name of the employing body/trust. These procedures meet legislative requirements, if you have any doubts about the action to take please contact your named HR Business Partner. Any governing body which decides not to adopt the Shared Parental Leave procedure will need to undertake formal consultation collectively with all of the secretaries of the Recognised Trade Unions and confirm any amendments to the local authority. Governing bodies are advised to seek HR advice in these circumstances.
- 1.1 Article 6 of the Education (Modification of Enactments Relating to Employment) Order 2003 provides for a governing body to be the respondent in relation to any application to an Employment Tribunal arising from alleged discrimination. In law, the Local Authority remains the employer for community and voluntary controlled schools, and will therefore be primarily responsible for the payment of any compensation order by an Employment Tribunal in respect of a finding relating to a complaint about discrimination. However, where it is reasonable to do so, the Local Authority is empowered to deduct such compensation from the school's budget. It is unlikely that the Local Authority would wish to adopt such a course of action provided that the governing body has sought and followed advice given by the NCC HR Service and not acted contrary to law or in some other way failed to observe their agreed procedures.

2. Policy Statement

- 2.0 This section of the HR Guidance for Schools describes the rights of employees to seek more flexible arrangements in sharing the care of their child in the first year after birth. Shared Parental Leave and Pay was introduced into UK legislation through “The Shared Parental Leave Regulations 2014.”
- 2.1 The Shared Parental Leave (SPL) scheme creates a pool of leave and pay that both parents may draw from. In terms of statutory leave (SL) this is up to a maximum of 52 weeks leave and for statutory shared parental pay (ShPP) this is up to a maximum of 39 weeks’ pay. These amounts are reduced by the number of weeks that the child’s mother has been on maternity leave or in receipt of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) if not entitled to maternity leave.
- 2.2 Providing that both parents meet the eligibility criteria then shared parental leave can be utilised to share the care of the child during the first year of birth or adoption. Parents can decide to be absent from work at the same time or at different times and may be able to take leave in more than one block.
- 2.3 SPL can be taken any time after the first 2 weeks of compulsory maternity leave for the mother and from the time of the birth for the partner. Once SPL has commenced the right to take paternity leave/maternity leave is lost.
- 2.4 Shared Parental Leave will supplement the current provisions for maternity leave, paternity leave and adoption leave that Nottinghamshire County Council currently provides. This policy will become effective for children born/placed for adoption on or after the 5th April 2015. From this date there will no longer be an entitlement to request Additional Paternity Leave and Pay. This policy should be read in conjunction with the Shared Parental Leave Guidance for Head Teachers and Employees (Appendix 1) and the relevant forms (Appendix 2).

3. Eligibility criteria for Shared Parental Leave

3.0 To qualify for shared parental leave **both** parents, need to meet certain eligibility criteria.

3.1 In order to be eligible, the employee will need to share the care of the child with either their spouse, civil partner, joint adopter, the child's other parent or their partner. Employees will need 26 weeks continuous service at the end of the 15th week before the expected week of childbirth (the "qualifying week") or when they are notified as being matched with a child in adoption cases (this is known as the Continuity of Employment test). They must still be employed in the week before the shared parental leave is due to start and will have properly notified the school of their entitlement and have provided the necessary declarations and evidence.

3.2 In addition, the mother/adopter, whether employed by "the school" or not:

- a) should be entitled to either maternity/adoption leave or to statutory maternity/adoption pay or to maternity allowance
- b) must have ended her maternity leave/adoption leave by either returning to work or curtailing her maternity/adoption leave from a future date

3.3 Partners eligibility:

In addition to their partner sharing the care of the child they must meet the 'Employment and earnings Test' for the employee to qualify for Shared Parental Leave even though they may not work for the School. For further information please see appendix 1.

4. Eligibility for Shared Parental Pay (ShPP)

4.0 The employee will qualify for ShPP if one of the following applies:

- a) They qualify for Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP), or;
- b) They qualify for Statutory Paternity Pay and their partner qualifies for Statutory Maternity Pay or Maternity Allowance or Statutory Adoption Pay

ShPP is paid at the same rate as SMP or at 90% of your average weekly earnings, whichever is lower.

4.1 The current Statutory Maternity Pay rates are available at <http://www.direct.gov.uk/en/Employment/index.htm> or you can contact the HR-Pay Section, Business Support Centre for information.

5. Applying for Shared Parental Leave (SPL)

5.1 In order to apply for SPL/ShPP, the mother/adopter of the child must have returned to work from maternity leave/adoption leave, ended her maternity pay/allowance or given notice to her employer in writing of her decision to 'Curtail her maternity/adoption entitlement' at a future date. If she has given notice to curtail her maternity/adoption leave this is a binding notice and must be given at least 8 weeks prior to commencing SPL. If the employee changes their mind the regulations state

they are required to formally revoke the curtailment notice in writing. This may only be allowed by the school under specific circumstances:

- a) Neither the mother or the other parent are eligible for SPL or ShPP – this can be done up to 8 weeks from when the notice to curtail was given
- b) If the curtailment notice was given prior to the child's birth – this can be revoked in writing up to 6 weeks after the birth (under these circumstances the mother can again change her mind later and serve another leave curtailment notice)
- c) The other parent is deceased

5.2 To access shared parental leave the mother and partner must also provide to their respective employers:

- a) A notice of entitlement and intention to take SPL which indicates the total amount of shared parental leave and pay that is available and how much they and their partner intend to take and a non binding indication of when the employee expects to take the leave (and claim ShPP). It is possible for the employee to submit a revised 'notice of entitlement and intention to take SPL' if circumstances change, provided that that it is at least eight weeks before the start of the SPL. There is no limit on the number of times that the mother/partner can amend the 'notice of entitlement and intention to take SPL'. As long as it is at least eight weeks before the start of SPL.
- b) A declaration of consent and entitlement whereby the partner confirms they meet the eligibility criteria

5.3 Head Teachers reserve the right to check the eligibility entitlement within 14 days of receiving the notices above by requesting a copy of the child's birth certificate (or evidence of adoption) and/or the contact details of the partner's employer. This must be provided by the employee within 14 days of being requested or the right to SPL will be lost.

5.4 To confirm the preferred dates or add further leave the employee should submit a 'period of leave notice' (upto a maximum of 3 notices are permitted). Giving 8 weeks notice before the start of the first leave date.

5.5 The blocks of leave can either be applied for as a period of continuous leave or as discontinuous blocks of leave, but must be booked as complete weeks. If discontinuous leave is applied for, Head Teachers should meet with the employee within 2 weeks of receiving the notice to discuss the request. It is recognised that in a school environment requests for discontinuous SPL will be difficult to accommodate and if the school cannot accommodate a request for the discontinuous leave it should be refused. Where a request is refused and an alternative cannot be agreed the employee may:

- a) Withdraw the discontinuous leave request within 15 days of making the request (if this occurs the request to take the leave won't count as one of their 3 notification to take SPL)
- b) Take the leave as a continuous block starting on either the original date requested or if within 19 days of the original request the employee may propose an alternative

start date. The alternative start date must be at least 8 weeks from the start date originally requested

- 5.6 If the employee wishes to cancel or vary the dates of a period of leave then they should write to the Head Teacher to advise them of the variation. This will count as one of the three submissions allowed and will need to be provided at least 8 weeks before the start of the new SPL date. However, this will not be count as one of the three “notices” if the change is because the child has been born early or a change has been agreed after a request for a period of discontinuous leave has been refused.

6. Terms and Conditions of Employment

- 6.0 The contract of employment will continue unchanged for the duration of the period of SPL is taken with the exception of the employees pay, which will be subject the SPL scheme. Pension contributions will continue to be paid whilst the employee is in receipt of ShPP and the employees right to accrue annual leave will continue. All periods of leave will be counted for the purpose of Local Government Continuous Service.

7. Contact during Shared Parental leave

- 7.0 Where the school and the employee agree, an employee may book up to 20 Shared Parental Leave In Touch (SPLIT) days during the period of SPL and taking one or more SPLIT days will not cause a period of SPL to cease. SPLIT days may be used for the purpose of returning to work for a day (or more). The employee will receive their daily pay for a SPLIT day.

8. Returning to work

- 8.0 The employee is entitled to return to work to the substantive post that they held before starting SPL. However, should the total block of SPL and any maternity, adoption or paternity leave they have taken, add up to more than 26 weeks and it is not reasonably practicable for them to return to the same job then an alternative job which is both suitable and appropriate may be provided.

For guidance on the application of managing shared parental leave requests, Head Teachers and governing bodies are advised to seek support and advice from the HR Service.

Guidance for Head Teachers and Employees

Introduction

The employer has both a legal obligation and an ongoing commitment to ensuring that employees are supported during childbirth/adoption process and in the continuing care of the child.

The Schools agreed Shared Parental Leave (SPL) Policy further supplements existing arrangements for maternity/adoption leave and parental leave.

These guidelines are intended to assist Head Teachers and employees understand the Shared Parental Leave Policy and their role within it.

Further support and information for staff who may use this policy

For further information for employees who are pregnant or who are undertaking a process of adopting a child please refer to the following sections on Wired:

- Maternity Provisions
- Adoption Provisions
- Paternity Leave
- Parental Leave
- Flexible Working

Changes to existing provisions

Employees should be aware that with effect from 05th April 2015 the following will apply in respect of the SPL policy:

- Shared parental leave (SPL) and Shared parental pay (ShPP) will only apply to babies due to be born, or to children placed for adoption on or after 05th April 2015.
- Should the Estimated Week of Confinement (EWC) include the 05th April 2015 and the child is born early or placement occurs early then SPL/ShPP will still be allowed.
- Additional Paternity Leave and Pay will no longer be available, although existing rules on paternity leave and unpaid parental leave remain the same
- Should an employee be utilising Additional Paternity Leave and Pay as at 05th April 2015 the they will continue to receive this – they will not be able to transfer to SPL/ShPP

The new provisions – Shared Parental Leave

- Parents can opt to share both the leave (SPL) and Statutory Pay (ShPP) as long as both parents meet the eligibility criteria (the partner can be self-employed or employed including working for an agency)
- Both mothers and their partners CAN be off work at the same time

- A woman can still take advantage of SPL as a mother and is under no obligation to share the leave and/or pay ie. It may be taken on a sole basis. However she will still require her partner to meet the eligibility criteria
- A parent/nominated person can opt to take a period of SPL and not receive payment during this period
- The default position will remain that the mother or primary adopter is able to have 52 weeks of maternity or adoption leave

What criteria need to be met to qualify for SPL

For one or both parents to be able to take Shared Parental Leave it is not only dependent on them satisfying their own eligibility criteria but is also dependent on their partner (whether they work for the same employer or not) also satisfying certain conditions.

A partner for the purposes of this policy is defined as a spouse, civil partner, joint adopter or someone living with you in an enduring family relationship who will share the main responsibility for the child's upbringing. This will not include a sibling, grandparent or aunt/uncle for example.

For either parent to qualify for shared parental leave:

The mother (whether employed by the School or not):

- should be entitled to either maternity/adoption leave or to statutory maternity/adoption pay or to maternity allowance
- have a partner
- have given notice to end or 'curtail' her maternity/adoption leave at a future date or returned to work

If a parent wishes to take SPL (and they are employed by the School):

- they must still be employed in the week before the shared parental leave is starting
- they must also share the main responsibility for the care of the child
- have properly notified their employer of their entitlement and have provided the necessary declarations and evidence

- they must satisfy the **Continuity of employment test** whereby

they have worked for NCC for at least 26 continuous weeks at the end of the 15th week before the child's expected due date/matching date and is still working for NCC at the start of each leave period

- the employees partner must satisfy the **Employment and earnings test** whereby *in the 66 weeks leading up to the baby's expected due date/matching date, the person has worked for at least 26 weeks (they don't need to be in a row) and earned an average of at least £30 (as of 2015) a week in any 13 of those weeks*

Information regarding the notification of entitlement and provision of the necessary declarations and evidence is provided further on in this guidance.

What criteria need to be met to qualify for ShPP

To qualify for ShPP in addition to the above, as the employee you must:

- qualify for [Statutory Maternity Pay](#) or [Statutory Adoption Pay](#)
- qualify for [Statutory Paternity Pay](#) and have a partner who qualifies for Statutory Maternity Pay or [Maternity Allowance](#) or [Statutory Adoption Pay](#)

What leave and pay is available if SPL is taken

The maximum number of weeks leave available to share will be 52 weeks minus any maternity/adoption leave taken.

The number of weeks statutory pay available to share will be 39 weeks minus any SMP/MA/SAP taken. ShPP is paid at the same rate as [Statutory Maternity Pay \(SMP\)](#)

However, the first two weeks after baby is born is a compulsory break for the mother.

The remaining balance of up to 50 weeks of leave and up to 37 weeks of statutory pay can then be shared by qualifying parents as shared parental leave. It is therefore possible that both parents are able to take leave at the same time as each other, as long as the total period of leave does not exceed what is jointly available. It is also possible that a partner could take SPL while the mother is on maternity leave.

It is also possible for the mother to take SPL on sole basis.

This leave and pay must be taken between the date of baby's birth and first birthday (or within 1 year of adoption)

How many times can SPL be applied for

Each eligible parent is able to submit 3 separate requests, called '**Notices**' for leave. Each request must give 8 weeks notification of when the employee wishes the first day of leave to start and they may give notice of all the leave they want to take, be it in a single block or discontinuous leave in one notification. Employees will then have 2 further opportunities to make changes or add to the leave. However, the notification period of 8 weeks must be given for each change requested.

What patterns of leave can be requested

Shared Parental Leave must be taken in blocks of complete weeks, and can either be taken in one continuous block or as a number of discontinuous blocks of leave

NB. A complete week can start on any day of the week.

If the request is for a continuous block of leave then under the regulations the school must grant this, provided all the proper notices have been given.

If a notice is made for a discontinuous block of leave i.e. where leave is requested over a period of time but is combined with time at work then it is recognised that in a school environment requests of this nature will be difficult to accommodate. The school are not obliged to agree this request; however you are obliged within 14 days of the request to meet the employee to discuss this with them.

If the discontinuous leave is not agreed then the total amount of leave in the request must be taken as a continuous block, or the employee is entitled to withdraw the notice and submit a new request.

How is SPL applied for

Employee obligations

- The mother/lead adopter should complete the **Maternity/Adoption Leave Curtailment Notice** (Appendix 2 included in this guidance) to confirm that they wish to end or curtail their leave. Please note that the curtailment date specified on this form is binding, and the curtailment notice can only be revoked if the mother does this in writing to the school and it is due to one of the following reasons.
 - it is before the planned end date and the mother hasn't yet returned to work,
 - it turns out that neither the mother or father are eligible for SPL or ShPP- in which case it the withdrawal from the scheme must take place within 8 weeks of serving the curtailment notice
 - the curtailment notice was given prior to the child's birth/adoption, if so then it can be revoked in writing, up to 6 weeks after the birth/adoption, under these circumstances the mother can change her mind later and serve another leave curtailment notice.
 - The other parent dies
- Any employee of the school wishing to take SPL should complete and provide as appropriate the **Notice of Entitlement and Intention to take Shared Parental Leave** (Appendix 3 included in this guidance). Please note that the dates specified on this form are non-binding at this stage, unless the employee indicates that they wish the school to take the dates as formal notification (and as such would count as 1 of their 3 notices). If the child has not been born yet, the employee could state the number of days after birth they wish the leave to start and end rather than specific dates. This form also includes a declaration that must be signed by the employee. If the employee wishes to vary how much leave/pay is allocated to each parent, this must be done in writing and signed by both parents.
- To be eligible for SPL the employee's partner also needs to meet the eligibility criteria and consent to the amount of leave/pay that has been stated in the notice of entitlement and intention to take shared parental leave form, and so whether they work for NCC or not, they should complete the **Declaration Form – Shared Parental Leave: Employee's Partner** (Appendix 4 in this guidance)
- All appropriate forms will need to be submitted to the Head Teacher at least 8 weeks prior to when the employee wishes the first period of SPL to start.

- The school has the right to ask for a copy of the child's birth certificate (or documentary evidence of adoption) and/or the name and address of the partner's employer. The employee must supply the information within 14 days of being asked or they lose the right to take shared parental leave. This will only be required if the school believe that the information being provided is inaccurate or untrue. If you have any concerns over the information given, please contact your named HR Business Partner who will give you advice on the best way forward.
- When the employee has decided on the exact dates that they wish to take SPL or they wish to add further dates they should complete and provide the **Notice of leave form** (Appendix 5 included in this guidance). This form should be submitted to the Head Teacher at least 8 weeks prior to when they wish to take SPL and the dates stated will be binding if agreed.
- If the request is for discontinuous leave the Head Teacher will meet with the employee to discuss this within 14 days of the request. If it is refused then within 15 days of the original notification the employee may withdraw the request and it will not count as one of their 3 notices to book SPL. If they do not withdraw the request then the discontinuous leave requested will take effect as a period of continuous leave starting from the date the employee requested the discontinuous leave to start from.
- Alternatively, within 5 days of the end of the 2 week period of discussion, the employee may notify the school of a new start date for the leave to be taken as a continuous block of leave (this will not count as one of their 3 notices).
- If the employee wishes to cancel or vary a period of SPL previously requested then they should write to the Head Teacher at least 8 weeks before, stating the change, and if agreed this will count as one of their three period of leave notices.
- If the employee has already made 3 requests in terms of booking SPL then any further requests to vary/cancel the leave will not normally be agreed.

School obligations

- Where an employee submits a 'Notice of Entitlement and Intention to take SPL' form, this should be considered alongside a declaration by their partner and a curtailment notice (if they are the mother). These signed forms should be taken at face value, however if the school have any concerns about the accuracy or truthfulness of the information provided in these forms, then please seek advice from the HR Service before taking any action. On receipt of the form(s) the Head Teacher should write to the employee confirming that the school has received their request using **Appendix 6 Confirmation of request for Shared Parental Leave**. The Head Teacher can also consider offering an informal meeting with them to discuss the opportunity to take SPL and also make the employee aware of other support options at this stage e.g. Maternity/adoption leave, parental leave, flexible working). This discussion should help the school to determine what pattern of SPL the employee intends to take and explore what periods of discontinuous leave could be considered if requested
- On receipt of the 'Notice of leave form' or receipt of confirmation of the dates requested the Head teacher should confirm any continuous period of leave requested by writing to the employee using **Appendix 7 Confirmation of Shared Parental Leave booking**. If the school can agree a request for discontinuous leave this should be confirmed in writing using this letter.

- Where the Head Teacher is not able to agree a period of discontinuous leave then the Head Teacher should arrange to meet with the employee within 14 days of receiving the request to discuss the request with them. You should write to the employee using **Appendix 8 Invite to discuss Shared Parental Leave booking**.
- If the outcome of the meeting is that the request for discontinuous leave is refused you should write to the employee within 14 days confirming this decision using **Appendix 9 Refusal of a discontinuous leave booking**. There is no right to appeal this decision.
- It would be good practice to offer alternatives periods of SPL for the employee to consider if this is possible. If a modified period of leave is agreed then you should confirm this in writing to the employee within 14 days of receiving the request using **Appendix 7**.
- If you ask an employee to vary a period of leave and they agree to the change then it will not count as one of their 3 opportunities to book a period of SPL.
- The Shared Parental Leave forms should be completed with the Change of Details Form and sent to Payroll Services via the Secure Transfer System – Mouchel.

Maternity/Adoption Leave Curtailment Notice

Organisational Information	
School	
Employee Information	
Employee Name	
Employee Number	
NI Number	
I wish to bring my maternity leave/adoption leave and maternity pay/adoption pay to an end to be able to take shared parental leave. I understand that I can only reinstate my maternity leave under specific circumstances.	
Childs expected date or actual date of birth or date of placement for adoption	
Date maternity/adoption leave began	
Date I wish to end my maternity/Adoption leave on:	
Date I wish my statutory maternity/Adoption pay period to end on:	
Signed:	
Date:	

You should complete and submit this form alongside your notice of entitlement and intention to take shared parental leave with the declaration that your partner meets the criteria to enable you to share your parental leave/parental pay.

Notice of Entitlement and Intention to take Shared Parental Leave

Organisational Information					
School					
Employee Information					
Employee Name:					
Employee Number:					
NI Number:					
I am the (delete as appropriate):	Mother/lead adopter/father of the child/ and/or the spouse/civil partner/partner of the mother/lead adopter				
Name of partner:					
Birth/Adoption Information					
Childs expected date or actual date of birth or date of placement for adoption					
Date maternity/adoption leave and pay, or maternity allowance starts/is expected to start:					
Date maternity/adoption leave or pay, or maternity allowance ends/is expected to end:					
Leave/pay available					
Total number of weeks of shared parental leave (SPL) available		No. of SPL weeks intended to be taken by you		No. of SPL weeks intended to be taken by your partner	
Total number of weeks of shared parental Pay (ShPP) available		Number of ShPP weeks intended to be taken by you		Number of ShPP weeks intended to be taken by your partner	
Indication of dates					
Indication of dates you would like to take shared parental leave and indication of dates you would like to claim shared parental pay	From	To	Would you like to claim ShPP	Unpaid	

Please continue on separate piece of paper if necessary

If you want to treat this notice as a "period of leave notice" to take shared Parental Leave please tick here

☐

Declaration – Shared Parental Leave/Shared Parental Pay: Employee

I declare that:-

- **I am the mother/adopter of the child or I am the father of the child or the partner of the mother/adopter** (Delete as appropriate);
- **I meet, or will meet, the eligibility conditions and am entitled to take Shared Parental Leave/Shared Parental Pay:**
 - At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from the other parent, for the care of the child;
 - I [have/will have] 26 weeks' continuous employment ending the 15th week before the expected week of childbirth/placement and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with Nottinghamshire County Council;
 - I or my partner is eligible for maternity leave/pay, maternity allowance or adoption leave/pay
 - (If mother/lead adopter) I have complied with Nottinghamshire County Council's maternity/adoption leave curtailment requirements/returned to work before the end of my statutory maternity/adoption leave period
- **that the information I have given is accurate;**
- **I understand that should I cease to be eligible I will immediately inform you, the employer.**

Signed: _____

Print Name: _____

Date: _____

Declaration Form – Shared Parental Leave: Employee's Partner

Employee's Information	
Employee Name	
School	
Employee's Partner Information	
Partner's Name	
Address	
Employers name and address	
NI Number	

I declare that:

- **I am the mother/adopter of the child or I am the father of the child or the partner of the mother/adopter** (Delete as appropriate);
- **I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:**
 - At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from the other parent, for the care of the child;
 - I [have/will have been] employed or a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement;
 - I have average weekly earnings of at least £30 for any 13 of those 66 weeks;
 - (If mother/lead adopter) I am entitled to statutory maternity/adoption leave in respect of the child;
 - If mother, I confirm I have curtailed my maternity leave/adoption leave
- **I consent to the amount of Shared Parental Leave that the employee intends to take as set out in the Notice of Entitlement and Intention to take Shared Parental Leave form.**
- **I consent to the organisation processing the information contained in this form.**
- **I will immediately inform my partner should I cease to satisfy the eligibility conditions.**
- **The information I have provided is accurate.**

Signed: _____

Print Name: _____

Date: _____

Period of leave notice for Shared Parental Leave

Organisational Information	
School:	
Employee Information	
Employee Name:	
Employee Number:	
NI Number:	
I am the (delete as appropriate):	Mother/lead adopter/father of the child/ and/or the spouse/civil partner/partner of the mother/lead adopter
Name of partner:	

Dates				
Dates you would like to take Parental leave and indication of dates you would like to claim ShPP	From	To	Would you like to claim ShPP	Unpaid

Signed: _____

Print Name: _____

Date: _____

Name
Address1
Address2
Address3
Postcode

Date

Dear

Re: Confirmation of request for Shared Parental Leave

Thank you for advising us of your entitlement to take Shared Parental Leave.

We confirm that, based on the information you have provided us, you are entitled to take Shared Parental Leave.

From the forms that you have provided, this indicates that you currently have weeks of Shared Parental Leave to take. You have weeks of Statutory Shared Parental Pay.

If you and your partner wish to vary the amount of leave and/or pay that you are each entitled to then you must notify us of the change in writing and inform us:

- (a) of any Shared Parental Leave or Pay that you or your partner have already booked
- (b) the number of weeks you are adding to your entitlement from your partner's entitlement or the number of weeks you are deducting to give to your partner
- (c) when you expect to take any additional weeks of leave.

You will also need to give us a declaration signed by you and your partner both consenting to the change.

If you have any questions about any aspect of your shared parental leave and/or pay entitlement, please do not hesitate to speak to myself.

Yours sincerely

Head Teacher

Name
Address1
Address2
Address3
Postcode

Date

Dear

Re: Confirmation of Shared Parental Leave booking

Thank you for your notice to take Shared Parental Leave commencing on dd/mm/yy.

I can confirm that you will be away from work on Shared Parental Leave from to **[If leave is discontinuous then please insert all periods of leave booked as needed]** You are expected to return to work on the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay from..... to..... **[If leave is discontinuous, or where no pay is applicable then please amend as needed]**

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. A notice to vary your booked leave will count as a new notice thereby reducing your entitlement to make three statutory notifications by a further one.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to myself.

Yours sincerely

Head Teacher

Name
Address1
Address2
Address3
Postcode

Date

Dear

Re: Shared Parental Leave - request to discuss leave booking

Thank you for your notice to book a period of Shared Parental Leave that was given on dd/mm/yy. I would like to arrange a convenient time to discuss your notification with you.

I therefore suggest a meeting at **[location]** on **[date]** at **[time]**. You may, if you wish, be accompanied by a workplace colleague, trade union representative or a personal friend or family member.

Please could you contact myself to confirm whether you are able to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely

Head Teacher

Name
Address1
Address2
Address3
Postcode

Date

Dear

Re: Shared Parental Leave: Refusal of a discontinuous leave booking

Thank you for your notice booking Shared Parental Leave that was given on dd/mm/yy

Having given the proposal thorough consideration, I regret that the school is unable to agree to the pattern of discontinuous leave that you requested.

Unless your notice is withdrawn the total amount of leave requested in your notice, amounting to weeks, will automatically become a continuous block. Unless the school is informed otherwise this will begin on the date you originally requested your leave period to start dd/mm/yy.

If you would like the period to begin on a different date please confirm this to myself on or before dd/mm/yy. *(this date should be 19 days from when the original request was made)* Please remember that the start date cannot be sooner than eight weeks from the date your original notice was given.

Alternatively you may withdraw your notification on or before dd/mm/yy. *(this date should be 15 days from when the request was made)* This would then not count as one of your notifications.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to myself .

Yours sincerely

Head Teacher