

# Shared Parental Leave Guidance (Maternity)



**This guidance should be read in conjunction with the Shared Parental Leave Policy  
(maternity)**

## Contents

1. Introduction to Shared Parental Leave .....	3
2. Definitions under this Shared Parental Leave Policy .....	3
3. Scope of the Shared Parental Leave Policy.....	3
4. Amount of Shared Parental Leave available.....	4
5. Eligibility for Shared Parental leave .....	4
5.1 Mother's eligibility for shared parental leave .....	4
5.2 Partner's eligibility for shared parental leave.....	5
6. Shared Parental Leave Process .....	5
7. Notice requirements for Shared Parental Leave .....	6
8. Shared Parental Leave Notice Requirements.....	6
8.1 Mothers notice curtailing maternity leave.....	6
8.2 Revocation of maternity leave curtailment notice.....	6
8.3 Employee's notice of entitlement and intention.....	6
8.4 Variation or cancellation of notice of entitlement and intention.....	7
8.5 Employee's period of leave notice .....	7
8.6 Variation or cancellation of period of leave notice.....	7
8.7 Limit on number of requests for leave.....	7
8.8 Continuous period of shared parental leave .....	7
8.9 Discontinuous periods of shared parental leave .....	8
9. Shared Parental Pay (SPP).....	8
9.1 Qualification .....	8
9.1 Amount of shared parental pay available.....	8
10. Rights during shared parental leave .....	9
11. Contact during shared parental leave .....	9
12. Returning to work at the end of shared parental leave.....	9
13. Further Advice .....	10
Appendix 1: Maternity Leave and Pay Curtailment Notice .....	11
Appendix 2: Revocation of Maternity Leave and Pay Curtailment Notice.....	12
Appendix 3: Notice of Entitlement and Intention (Mother).....	13
Appendix 4: Notice of Entitlement and Intention (Partner) .....	17
Appendix 5: Variation of Notice of Entitlement and Intention .....	21
Appendix 6: Period of Leave Notice .....	23
Appendix 7: Variation of Period of Leave Notice.....	25

## **1. Introduction to Shared Parental Leave**

This document sets out the rights of employees to shared parental leave and pay. Shared parental leave is a type of leave that is available to parents with babies due on or after 5 April 2015. Shared parental leave enables mothers to either:

- a) Commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, **or**
- b) Return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

Shared parental leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to up to 18 weeks' unpaid leave.

SPL can only be used by two people:

1. The mother and
2. One of the following:
  - a) The father of the child
  - b) The spouse, civil partner or partner of the child's mother

The Trust recognises that, from time to time, employees may have questions or concerns relating to their shared parental leave rights. It is the Trust's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

Shared parental leave provisions are complex, if an employee wishes to take shared parental leave, they should clarify the relevant procedures with the Headteacher or line manager to ensure that they are followed correctly. It is recommended that this guidance document is read in conjunction with the Trust's Shared Parental Leave (maternity) policy document.

## **2. Definitions under this Shared Parental Leave Policy**

The following definitions are used in this policy:

"Mother" means the mother or expectant mother of the child.

"Partner" means the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of either sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

"Expected week of childbirth" means the week, starting on a Sunday, during which the mother's doctor or midwife expects her to give birth.

## **3. Scope of the Shared Parental Leave Policy**

This policy applies to employees of the Trust, whether they are the mother or the partner. If it is the mother who is employed by the Trust, their partner must (where relevant) submit any notifications to take shared parental leave set out in this policy to their own employer, which may have its own Shared Parental Leave policy in place, if they want to take a period of shared parental leave.

Similarly, if it is the partner who is employed by the Trust, the mother must (where relevant) submit any notifications to take shared parental leave to their own employer.

The mother and the partner should ensure that they are each liaising with their own employer to ensure that requests for shared parental leave are handled as smoothly as possible.

#### **4. Amount of Shared Parental Leave available**

The amount of shared parental leave to which an individual is entitled will depend on when the mother brings their maternity leave period to an end and the amount of leave that the other parent takes in respect of the child.

Shared parental leave must be taken in blocks of at least one week. The employee can request to take shared parental leave in one continuous block (in which case the school is required to accept the request as long as the employee meets the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case the employee needs the school's agreement).

A maximum of three requests for leave per pregnancy can normally be made by each parent.

The first two weeks following birth are the compulsory maternity leave period and are reserved for the mother. This means that the mother cannot curtail her maternity leave to take shared parental leave until two weeks after the birth.

The maximum period that the parents could take as shared parental leave is 50 weeks between them (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).

The mother's partner can begin a period of shared parental leave at any time from the date of the child's birth (but the partner should bear in mind that they are entitled to take up to two weeks' ordinary paternity leave following the birth of their child, which they will lose if shared parental leave is taken first). The mother and partner must take any shared parental leave within 52 weeks of birth.

#### **5. Eligibility for Shared Parental leave**

For employees to be eligible to take shared parental leave, both parents must meet certain eligibility requirements.

##### **5.1 Mother's eligibility for shared parental leave**

The mother is eligible for shared parental leave if she:

- Has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remains in continuous employment with the organisation until the week before any period of shared parental leave that they take;
- Has, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;
- Is entitled to statutory maternity leave in respect of the child; **and**
- Complies with the relevant maternity leave curtailment requirements (or has returned to work before the end of statutory maternity leave), and shared parental leave notice and evidence requirements.

**In addition**, for the mother to be eligible for shared parental leave, the partner must:

- Have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- Have average weekly earnings of at least the maternity allowance threshold [currently £30] for any 13 of those 66 weeks; **and**
- Have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child.

## 5.2 Partner's eligibility for shared parental leave

The partner is eligible for shared parental leave if they:

- Has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remains in continuous employment with the organisation until the week before any period of shared parental leave that they take;
- Has, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; **and**
- complies with the relevant shared parental leave notice and evidence requirements.

**In addition**, for the partner to be eligible for shared parental leave, the mother must:

- Have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- Have average weekly earnings of at least the maternity allowance threshold [currently £30] for any 13 of those 66 weeks;
- Have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;
- Be entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child; **and**
- comply with the relevant maternity leave or pay curtailment requirements (or have returned to work before the end of statutory maternity leave).

## 6. Shared Parental Leave Process

	<b>Employee</b>	<b>Headteacher, Senior Leader or line manager</b>
<b>Step 1:</b> Becoming aware of a pregnancy	Consider: Is SPL suitable? What leave arrangements will work best	(if aware)  Discuss intentions and other leave options with employee
<b>Step 2:</b> Choosing SPL and notification of entitlement	Notify your Headteacher, senior leader or line manager of eligibility	Discuss early intentions with employee  Make early preparations and plans
<b>Step 3:</b> Notification of a leave booking	Notify Headteacher, senior leader or line manager of a leave booking	Consider the impact of a leave booking  Discuss the leave booking with the employee
<b>Step 4:</b> Outcome	Leave begins or the request is withdrawn	Confirm and communicate outcome

## **7. Notice requirements for Shared Parental Leave**

The notices that parents must give to the relevant employer to be able to take shared parental leave are made up of three elements. They are:

1. A "maternity leave and pay curtailment notice" from the mother setting out when they propose to end their maternity leave (unless the mother has already returned to work from maternity leave) – see appendix 1;
2. 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 – see appendix 3 / 4; and
3. 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 – see appendix 6.

The notice periods set out below are the minimum required by law. However, the earlier the employee informs the school of their intentions, the more likely it is that the school will be able to accommodate the employee's wishes, particularly if they want to take periods of discontinuous leave.

If employees have 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 mother could provide a maternity leave curtailment notice, notice of entitlement and intention and period of leave notice, all at the same time. Similarly, the partner could provide their notice of entitlement and intention and period of leave notice at the same time.

## **8. Shared Parental Leave Notice Requirements**

### **8.1 Mothers notice curtailing maternity leave**

Before the mother or partner can take shared parental leave, the mother must either return to work before the end of her maternity leave (by giving the required eight weeks' notice of her planned return) or provide her employer with a maternity leave and pay curtailment notice (see appendix 1)

The mother must provide her maternity leave curtailment notice at the same time as she provides her notice of entitlement and intention (see appendix 3).

### **8.2 Revocation of maternity leave curtailment notice**

The mother can withdraw her notice curtailing her maternity leave and pay in limited circumstances. The withdrawal of a maternity leave curtailment notice must be in writing and can be given only if the mother has not returned to work (see appendix 2).

### **8.3 Employee's notice of entitlement and intention**

The employee, whether they are the mother or the partner, must provide the school with a non-binding notice of entitlement and intention (see appendix 3 (mother) or appendix 4 (partner)).

Within calendar 14 days of receiving a notice of entitlement and intention from the employee, whether the mother or partner, the school can request from the employee:

- a) A copy of the child's birth certificate (or, if the child has not been born, a copy of the birth certificate within 14 calendar days of the birth - if the birth certificate has yet to be issued after this period, a signed declaration stating the date and location of the child's birth will suffice); **and**
- b) The name and address of the other parent's employer (or a declaration that the other parent has no employer).

The employee has calendar 14 days from the date of the request to send the organisation the required information.

#### **8.4 Variation or cancellation of notice of entitlement and intention**

The employee can vary or cancel their proposed shared parental leave dates following the submission of a notice of entitlement and intention, provided that he/she provides the organisation with a written notice (see appendix 5).

#### **8.5 Employee's period of leave notice**

To take a period of shared parental leave, the employee must provide the organisation with a written notice setting out the start and end dates of each period of shared parental leave requested in that notice (see appendix 6).

A period of leave notice must be given not less than eight weeks before the start date of the first period of shared parental leave requested in the notice. The notice may be given at the same time as a notice of entitlement and intention and can be a request for a continuous period of leave or discontinuous periods of leave.

#### **8.6 Variation or cancellation of period of leave notice**

The employee can vary or cancel their proposed shared parental leave dates following the submission of a period of leave notice, provided that they provide their employer with a written notice not less than eight weeks before any period of leave varied or cancelled by the notice is due to commence (see appendix 7). The written notice can:

- a) Vary the start date or the end date of any period of shared parental leave or cancel a request for leave;
- b) Request that a continuous period of leave become discontinuous periods of leave; **or**
- c) Request that discontinuous periods of leave become a continuous period of leave.

#### **8.7 Limit on number of requests for leave**

The employee can provide a combined total of up to three periods of leave notices or variations of period of leave notices per pregnancy, although the school may consider waiving this limit in some circumstances.

#### **8.8 Continuous period of shared parental leave**

If the employee submits a period of leave notice requesting one continuous period of leave, they will be entitled to take that period of leave.

## 8.9 Discontinuous periods of shared parental leave

The employee may submit a period of leave notice requesting discontinuous periods of leave.

If the employee submits a period of leave notice requesting discontinuous periods of leave, the school may, within the two weeks beginning with the date the period of leave notice was given:

1. Consent to the pattern of leave requested;
2. Propose an alternative pattern of leave; **or**
3. Refuse the pattern of leave requested.

**If agreement is reached** within those two weeks, the employee is entitled to take the leave on the dates agreed.

**If no agreement has been reached** within that two-week discussion period, the employee remains entitled to take the leave as one continuous period of leave. In that event, the employee must choose a start date for the leave that is at least eight weeks from the date on which the period of leave notice was originally given.

The employee must notify the school of that start date within five days of the end of the two-week discussion period. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the **first period of leave** requested in the period of leave notice.

Alternatively, if the school has refused the request or no agreement has been reached during the two-week discussion period, the employee may withdraw a period of leave notice requesting discontinuous periods of leave. The employee can withdraw a period of leave notice at any time on or before the 15th day after the period of leave notice was given.

A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that an employee can make.

## 9. Shared Parental Pay (SPP)

### 9.1 Qualification

To qualify for shared parental pay (SPP), an employee needs to have met the same 'continuity of employment test' and their partner must meet the 'employment and earnings test' as for Shared Parental Leave (detailed in section 5 above). In addition, the employee must also have earned above the 'Lower Earnings Limit' in the eight weeks leading up to and including the 15<sup>th</sup> week before the due date of birth and still be employed by the school at the start of the first period of SPP.

### 9.1 Amount of shared parental pay available

The school pays statutory shared parental pay (SPP) for eligible parents to share between them while on shared parental leave.

The number of weeks' statutory shared parental pay available to the parents will depend on how much statutory maternity pay or maternity allowance the mother has been paid when her maternity leave or pay period ends.

A total of 39 weeks' statutory maternity pay or maternity allowance is available to the mother. There is a compulsory maternity leave period of two weeks, this means that a mother who ends their

maternity leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with their partner (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).

Any statutory shared parental pay due during shared parental leave will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.

It is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

## **10. Rights during shared parental leave**

During shared parental leave, all terms and conditions of the employee's contract except normal pay will continue.

Normal contractual pay will be replaced by SPP if the employee is eligible for it.

This means that, while sums payable by way of salary / other pay will cease, all other benefits will remain in place e.g. holiday entitlement will continue to accrue and pension contributions will continue to be paid.

## **11. Contact during shared parental leave**

The school reserves the right to maintain reasonable contact with employees during shared parental leave. This may be to discuss employees' plans for their return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at the school during their absence.

An employee can agree to work for the school (or to attend training) for up to 20 days during shared parental leave without that work bringing the period of his/her shared parental leave and pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days.

The school has no right to require employees to carry out any work and employees have no right to undertake any work during their shared parental leave. Any work undertaken, and the amount of salary paid for any work done on SPLIT days, is entirely a matter for agreement between employees and the school.

Employees will continue to receive pay under the school's shared parental pay scheme for any week during which they attend work for SPLIT days. The school may also pay a discretionary additional payment for each hour that worked during a SPLIT day, depending upon the nature of the work undertaken.

## **12. Returning to work at the end of shared parental leave**

The employee has the right to resume **working in the same job** when returning to work from shared parental leave if the period of leave, when added to any other period of shared parental leave, statutory maternity leave or statutory paternity leave taken by the employee in relation to the same child, is 26 weeks or less. If the employee is returning to work from shared parental leave and the period of leave taken is:

1. More than 26 weeks when added to any other period of shared parental leave, statutory maternity or paternity leave taken in relation to the same child, **or**

2. More than 26 weeks and was the last of two or more consecutive periods of statutory leave that included a period of ordinary parental leave of more than four weeks, or a period of additional maternity leave,

The employee has the right to **return to the same job unless this is not reasonably practicable**. In these circumstances, if it is not reasonably practicable for the organisation to permit a return to the same job, the employee has the right to return to another job that is suitable and appropriate for them.

### **13. Further Advice**

If any staff, contractor or visitor requires any further information regarding this document or support they should either ask their Headteacher / senior leader / line manager **or** contact the HR Helpdesk at [hrhelpdesk@unitysp.co.uk](mailto:hrhelpdesk@unitysp.co.uk) or telephone 01440 333401.

This document and procedure is non-contractual and may be updated from time to time following consultation through the Trust's JCNC arrangements.

## Appendix 1: Maternity Leave and Pay Curtailment Notice

<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to bring my ordinary/additional maternity leave and statutory/occupational maternity pay to an end to be able to take shared parental leave. I have also completed:</p> <ol style="list-style-type: none"> <li>1. a form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided</li> <li>2. a notice of entitlement and intention to take shared parental leave to their employer and that I consent to the amount of leave that they intend to take.</li> </ol>	
<b>I wish to end my ordinary/additional maternity leave and statutory / occupational maternity pay on:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes:</b></p> <p>You should complete and submit this form alongside either:</p> <ol style="list-style-type: none"> <li>1. Notice of entitlement and intention to take shared parental leave <b>or</b></li> <li>2. The declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to their employer and that you consent to the amount of leave that they intend to take.</li> </ol> <p>Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances.</p> <p>The date on which you end your maternity leave must be at least:</p> <ul style="list-style-type: none"> <li>• eight weeks after the date on which you provide this notice to the organisation;</li> <li>• two weeks after you give birth; and</li> <li>• one week before what would have been the end of your additional maternity leave.</li> </ul>	

**Appendix 2: Revocation of Maternity Leave and Pay Curtailment Notice**

<b>Name of employee:</b>	
<b>Job title:</b>	
<b>Date of maternity leave / pay curtailment notice:</b>	
<b>I previously notified you that I wished to end my maternity leave / pay on:</b>	
I no longer wish to end my maternity leave and pay and would like to revoke my maternity leave / pay curtailment notice:	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes</b></p> <p>You can withdraw your maternity leave curtailment notice only if:</p> <ul style="list-style-type: none"> <li>• it is discovered that neither you nor your partner are entitled to shared parental leave or statutory shared parental pay and you withdraw your maternity leave /pay curtailment notice within eight weeks of providing your maternity leave / pay curtailment notice;</li> <li>• you gave the maternity leave / pay curtailment notice before the birth of your child and you withdraw your maternity leave / pay curtailment notice within six weeks of your child's birth; or</li> <li>• your partner has died (if this is the case, please state the date of death here: [ ]).</li> </ul>	

### Appendix 3: Notice of Entitlement and Intention (Mother)

<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to provide the school with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.</p> <p>(*all sections delete as applicable)</p>	
<b>Section A: information to be provided by employee</b>	
<b>My partner's name is:</b>	
<b>My maternity leave *started/is expected to start on:</b>	
<b>My maternity leave *ended/is expected to end on:</b>	
<b>My child's expected week of birth *is/child was born on:</b>	
<b>The total amount of shared parental leave my partner and I have available is:</b>	
<b>I intend to take the following number of weeks' shared parental leave:</b>	
<b>My partner intends to take the following number of weeks' shared parental leave:</b>	
<b>I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):</b>	
<b>The total amount of shared parental pay (if applicable) my partner and I have available is:</b>	

<b>I intend to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>My partner intends to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>I intend to take shared parental pay on the following dates (if applicable):</b>	
<b>Section B: declaration to be completed by employee</b>	
<b>I *satisfy/will satisfy the following eligibility requirements to take shared parental leave:</b>	
I *have/will have 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation	
At the date of the child's birth, I *have/will have the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity leave in respect of the child	
I have *complied with the school's maternity leave curtailment requirements/returned to work before the end of my statutory maternity leave period, and will comply with the school's shared parental leave notice and evidence requirements	
<b>The information that I have provided is accurate</b>	
<b>I will immediately inform the organisation if I cease to care for the child</b>	
<b>Section C: declaration to be completed by employee's partner</b>	
<b>My name is:</b>	
<b>My address is:</b>	

<b>My national insurance number *is/I do not have a national insurance number:</b>	
<b>I *satisfy/will satisfy the following eligibility requirements to enable the mother to take shared parental leave:</b>	
I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth, I *have/will have the main responsibility, apart from the mother, for the care of the child	
<b>I am the father of the child, or am married to, the civil partner of, or the partner of, the mother</b>	
<b>I consent to the amount of shared parental leave that the mother intends to take</b>	
<b>I consent to your organisation processing the information provided in this form</b>	
<b>Section D: signatures</b>	
<b>Signed (mother):</b>	
<b>Dated (mother):</b>	
<b>Signed (partner):</b>	
<b>Dated (partner):</b>	
<p><b>Notes:</b></p> <p>The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.</p> <p>This notice is to allow the school to check that you are entitled to shared parental leave and to provide the school with an initial indication of the shared parental leave pattern that you wish</p>	

to take. The notice is not binding and you must give the school a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take.

Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.

#### Appendix 4: Notice of Entitlement and Intention (Partner)

<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.</p> <p>(*all sections delete as applicable)</p>	
<b>Section A: information to be provided by employee</b>	
<b>The mother's name is:</b>	
<b>The mother's maternity leave *started/is expected to start on:</b>	
<b>The mother's maternity leave *ended/is expected to end on:</b>	
<b>The mother *received/is expected to receive the following periods of *statutory maternity pay/maternity allowance:</b>	
<b>My *child's expected week of birth is/child was born on:</b>	
<b>The total amount of shared parental leave the mother and I have available is:</b>	
<b>I intend to take the following number of weeks' shared parental leave:</b>	
<b>The mother intends to take the following number of weeks' shared parental leave:</b>	
<b>I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):</b>	
<b>The total amount of shared parental pay (if applicable) the mother and I have available is:</b>	

<b>I intend to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>The mother intends to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>I intend to take shared parental pay on the following dates (if applicable):</b>	
<b>Section B: declaration to be completed by employee</b>	
<b>I declare that I *satisfy/will satisfy the following eligibility requirements to take shared parental leave:</b>	
I *have/will have 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation	
At the date of the child's birth, I *have/will have] the main responsibility, apart from the mother, for the care of the child	
I will comply with the school's shared parental leave notice and evidence requirements	
<b>The information that I have provided is accurate</b>	
<b>I am the father of the child, or am married to, the civil partner of, or the partner of, the mother</b>	
<b>I will immediately inform the organisation if I cease to care for the child or if the child's mother informs me that she has revoked the curtailment of her maternity leave or pay period</b>	
<b>Section C: declaration to be completed by the mother</b>	
<b>My name is:</b>	

<b>My address is:</b>	
<b>*My national insurance number is/I do not have a national insurance number:</b>	
<b>I *satisfy/will satisfy the following eligibility requirements to enable my partner to take shared parental leave:</b>	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth, I *have/will have the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child	
I have *curtailed my maternity leave/returned to work before the end of my statutory maternity leave period]	
<b>I consent to the amount of shared parental leave that my partner intends to take</b>	
<b>I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable)</b>	
<b>I consent to your organisation processing the information provided in this form</b>	
<b>Section D: signatures</b>	
<b>Signed (Partner):</b>	
<b>Dated (Partner):</b>	
<b>Signed (Mother):</b>	

<b>Dated (Mother):</b>	
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**Notes:**

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the school to check that you are entitled to shared parental leave and to provide the school with an initial indication of the shared parental leave pattern that you wish to take.

The notice is not binding and you must give the school a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the school a variation notice.

## Appendix 5: Variation of Notice of Entitlement and Intention

<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I previously provided the school with an initial indication, in my notice of entitlement and intention dated [insert date], of my proposed shared parental leave dates. I now wish to amend my proposed shared parental leave dates. My partner and I agree to this change.</p> <p>(*all sections delete as applicable)</p>	
<b>I now intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you now intend to take):</b>	
<b>I have already notified the school in any period of leave notice or a variation of period of leave notice (if applicable) that I will be taking the following periods of shared parental leave:</b>	
<b>My partner has already notified their employer in any period of leave notice or a variation of period of leave notice (if applicable) that *they will be taking the following periods of shared parental leave:</b>	
<b>I have already notified the organisation of the following periods of statutory shared parental pay (if applicable):</b>	
<b>My partner has already notified *their employer of the following periods of statutory shared parental pay (if applicable):</b>	
<b>Signed (mother):</b>	
<b>Dated (mother):</b>	
<b>Signed (partner):</b>	
<b>Dated (partner):</b>	
<b>Notes</b>	

This variation of notice of entitlement and intention is not binding. You must still provide a period of leave notice in relation to the period of leave that you are seeking to change. There is no limit on the number of variations of notice of entitlement and intention that you can make, although you can give a maximum of three periods of leave notices.

## Appendix 6: Period of Leave Notice

<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to take the following period(s) of shared parental leave.</p> <p>(Please complete either section A or section B as applicable).            (*all sections delete as applicable)</p>	
<p><b>Section A: Complete if your child has already been born or if you know the exact dates on which you would like to take shared parental leave.</b></p>	
<p><b>I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):</b></p>	
<p><b>Section B: Complete if your child has not been born yet and you wish your shared parental leave to start either on the day on which your child is born, or a specified number of days after the day on which your child is born.</b></p>	
<p><b>I wish my shared parental leave to start *on the day on which my child is born/the following number of days after the date on which my child is born:</b></p>	
<p><b>I wish my shared parental leave to end the following number of days after the date on which my child is born:</b></p>	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes:</b></p> <p>You can request to take shared parental leave in one continuous block (in which case the school is required to accept the request as long as you meet the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case you need the school's agreement). A maximum of three requests for leave per pregnancy can normally be made by each parent.</p>	

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to confirm to the school the shared parental leave that you intend to take. You must have already submitted a notice of entitlement and intention before using this form.

The school recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.

You and your partner must take any shared parental leave within 52 weeks of the birth of your child.

## Appendix 7: Variation of Period of Leave Notice

<b>Name of employee:</b>	
<b>Job title:</b>	
I previously provided the school with notice of my proposed shared parental leave in a period of leave notice dated [insert date]. I now wish to amend my shared parental leave request.	
<b>I had already notified the school in my period of leave notice or a variation of period of leave notice (if applicable) that I would be taking the following periods of shared parental leave:</b>	
<b>I now intend to take shared parental leave on the following dates instead (please include the start and end dates for each period of leave that you now intend to take):</b>	
<b>I have already notified the school of the following periods of statutory shared parental pay (if applicable):</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes</b></p> <p>This notice is to amend a period of shared parental leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form.</p> <p>This variation of notice of entitlement and intention is not binding. You must still provide a period of leave notice in relation to the period of leave that you are seeking to change. There is no limit on the number of variations of notice of entitlement and intention that you can make, although you can give a maximum of three periods of leave notices.</p> <p>The school recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend your requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.</p> <p>You and your partner must take any shared parental leave within 52 weeks of the birth of your child.</p>	