

# **Shared Parental Leave Policy**

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## Definitions

Average Weekly Earnings (AWE)	For these purposes, pay is averaged out over a period of at least eight weeks ending with the employee's last normal payday falling on or before the end of the 'relevant week'. The precise period over which the earnings are averaged out depends on when the employee's normal payday falls. The 'relevant week' is the <a href="#">Qualifying Week</a> .
Benefits (maternity or adoption)	A collective term to refer to maternity/adoption leave and statutory maternity/adoption pay.
Enhanced ShPP	Enhanced Shared Parental Pay. The university provides enhanced pay for eligible DMU employees equivalent to the pay available to eligible employees on maternity or adoption leave.  Enhanced ShPP is inclusive of any statutory maternity, adoption or shared parental pay the employee is entitled to.
Expected week of childbirth (EWC)	The week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.
Father / non-birth parent	The biological father of a child or father by adoption of a child via an adoption agency, or non-binary/trans non-birth parent.
Maternity Allowance (MA)	A social security payment for women who are not entitled to SMP. This is paid at a rate set by the government each year. It is administered by JobCentrePlus.
Mother / birth parent	The biological (birth) mother of a child, or non-binary/trans biological birth parent.
Normal salary	The salary the employee normally receives based on their normal contractual pay and hours of work.  For employees with no normal working hours or variable pay eg claims-based employees (including hourly-paid part time lecturers), a "normal" salary will be calculated by going back over the last 12 months and dividing by 52, or over the period of employment if less than 12 months and dividing by the number of weeks employed.

Parent	<p>One of two people who will share the main responsibility for the child's care at the time of the birth/adoption and who may be either the mother, the father, the mother's partner if not the biological father, or a person who has been matched with a child for adoption.</p> <p>A parent may also be someone who is eligible for a parental order in a surrogacy arrangement.</p>
Partner	Spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
Paternity leave	<p>Up to two weeks' leave that can be taken by the spouse, partner or civil partner of a child's mother or <a href="#">primary adopter</a> following the birth or adoption of a child.</p> <p>See the university's <b>Maternity, Adoption and Paternity Leave Policy</b>.</p>
Primary adopter	<p>An individual who has had a child placed with them for adoption in respect of which they intend to take adoption leave and/or Statutory Adoption Pay.</p> <p>The term may also be used to describe an intended parent in a surrogacy arrangement where they are applying for a parental order and where they are eligible to take adoption leave and/or pay in respect of the child.</p>
Qualifying Week	<p>The fifteenth week before the <a href="#">expected week of childbirth</a> (including surrogacy arrangements)</p> <p>OR</p> <p>The week in which the adoption agency notifies an adopter that they have been matched with a child for adoption.</p>
Statutory Adoption Pay (SAP)	This benefit mirrors <a href="#">statutory maternity pay</a> .
Statutory Maternity Pay (SMP)	A statutory benefit payable to a woman / birth parent who takes maternity leave or stops working due to childbirth, provided they earn at

	<p>least the <a href="#">lower earnings limit</a> in the <a href="#">relevant period</a> (usually the 8 weeks leading to the <a href="#">qualifying week</a>) and has at least 26 weeks' continuous service at the end of the qualifying week, and is still employed during that week. SMP is payable at two rates: the "earnings-related rate" (90% of their average earnings) for the first six weeks, followed by the "<a href="#">prescribed rate</a>" set by the government for the relevant tax year or the earnings-related rate if lower. Total SMP entitlement lasts 39 weeks.</p>
<p>Statutory Paternity Pay (SPP)</p>	<p>A statutory benefit payable to employees on statutory paternity leave, provided they earn at least the lower earnings limit. SPP is payable for up to two weeks at the "prescribed rate" or "earnings-related rate" if lower of <a href="#">statutory maternity pay</a>.</p>
<p>Statutory Shared Parental Pay (Statutory ShPP)</p>	<p>In order to qualify for Statutory ShPP, an employee must be eligible for <a href="#">ShPL</a> and meet the same earnings test that applies for <a href="#">statutory maternity pay</a>.</p> <p>Statutory Shared Parental Pay which is payable at the "<a href="#">prescribed rate</a>" or "earnings-related rate" if lower of statutory maternity pay.</p> <p>Unlike, SMP, there is no provision for six weeks at a higher rate.</p>

# 1 Policy statement

- 1.1 The university wishes to support all employees in managing their work, family and other non-work commitments by offering progressive and flexible family-friendly policies to working parents irrespective of their sex or sexual orientation. The university is committed to supporting the employment and career progression of women and wishes to retain talented women within the DMU workforce, particularly in areas and professions where women are currently under-represented.
- 1.2 This policy has been developed to both support and further these objectives by giving working parents greater flexibility to decide how they want to share caring responsibilities for their child in the first year following birth or adoption. The policy applies to all employees regardless of their gender, or the gender of their partner.

# 2 Introduction

- 2.1 This policy outlines the arrangements for shared parental leave (ShPL) and shared parental pay (ShPP) in relation to the birth or adoption of a child.
- 2.2 ShPL is a form of leave available to parents following the birth or adoption of a child. It enables eligible parents to choose how to share the care of their child during the first year following birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. It applies in respect of children who are expected to be born on or after 5 April 2015, or for children who are placed for adoption on or after that date.
- 2.3 ShPL allows two [parents](#) to share up to 50 weeks leave in total between them in the year following the birth or adoption of a child. They may be able to take this leave at the same time as each other or at different times. Parents can choose to opt into ShPL at any time in the first year following birth/adoption provided that there is some untaken maternity/adoption [benefits](#) (leave or pay) left to share.
- 2.4 This policy applies to DMU employees. It does not apply to agency workers or self-employed contractors.
- 2.5 This policy does not form part of any employee's contract of employment and the university may amend it at any time.
- 2.6 This policy is part of a suite of family-friendly and flexible working policies available to DMU employees. Other relevant policies are:
- Maternity, Paternity and Adoption Leave Policy
  - Parental Leave Policy
  - Special Leave Policy
  - Flexible Working Policy.

### 3 Shared Parental Leave

#### Who is eligible for Shared Parental Leave?

- 3.1 Subject to 2.4, Shared Parental Leave (ShPL) can be taken by two [parents](#) in respect of a child expected to be born or placed for adoption on or after 5 April 2015 provided that they are both eligible. To find out if you are eligible for ShPL, see the [Flowchart: Assessing eligibility for Shared Parental Leave](#).
- 3.2 It is your responsibility to check that you are eligible for ShPL or ShPP and you must provide the university with a written declaration confirming that you are eligible and that your partner meets the 'employment and earnings test' (see [flowchart](#)) and consents to you taking ShPL and/or ShPP. (See form: **Notice of entitlement and intention to take Shared Parental Leave**.)
- 3.3 If an employee knowingly makes a false declaration of their or their partner's eligibility for ShPL and ShPP, then the university may decide to instigate disciplinary proceedings which may lead to disciplinary action up to and including dismissal. Employees may also be liable to pay back any amounts of ShPP they have received and may face a significant financial penalty from the HMRC.

#### When can I take Shared Parental Leave?

- 3.4 The total amount of ShPL available is 50 weeks ie a total of 52 weeks less the weeks (minimum two week compulsory period – see 3.5) in which the child's mother/primary adopter has spent on maternity/adoption leave and/or has been claiming statutory maternity/adoption pay.
- 3.5 If you are the mother or primary adopter you cannot start ShPL until after the compulsory maternity or adoption leave period, which lasts until two weeks after birth or two weeks after the start of adoption leave<sup>1</sup>.
- 3.6 If you are entitled to both Paternity Leave and ShPL and the mother/primary adopter has either returned to work or given notice to reduce ('[curtail](#)') their maternity/adoption [benefits](#) in the future, you can take ShPL as soon as the child is born or placed with you for adoption but you may wish to consider taking your two weeks' Paternity Leave before taking any ShPL. Once you start ShPL you will lose any untaken Paternity Leave entitlement. ShPL entitlement is in addition to your Paternity Leave entitlement.
- 3.7 Where a mother/primary adopter gives notice to curtail their maternity/adoption leave (see 4.3) and/or pay then their partner can take leave while the mother/primary adopter is still using their maternity/adoption entitlements ie it is possible for both parents to take leave at the same time.
- 3.8 ShPL must end no later than one year after the birth/placement of the child. Any ShPL not taken by the first birthday or first anniversary of placement for adoption is lost.

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<sup>1</sup> Adoption leave and pay can start up to 14 days before the child is placed for adoption.

## 4 Procedure for taking Shared Parental Leave

- 4.1 If you are eligible for and wish to take Shared Parental Leave (ShPL) and Shared Parental Pay (ShPP), or if you wish to enable your eligible partner to take ShPL/ShPP from their employer, you must follow a two-stage process as set out below.

### Stage 1: Opting in to Shared Parental Leave

#### Ending or reducing ('curtailing') maternity/adoption leave and pay

- 4.2 The mother/primary adopter may end their maternity/adoption leave by returning to work before the end of the maternity/adoption leave period. The mother/primary adopter will need to provide their employer with at least eight weeks' written notice of their return to work (or at least nine weeks' written notice before the end of the full 52 week leave period). The mother/primary adopter will need to give at least eight weeks' written notice to end their maternity/adoption pay (or at least nine weeks' written notice before the end of the full 39 week pay period).<sup>2</sup> The mother/primary adopter will not, except in very limited circumstances (see 4.6), be able to re-start maternity/adoption leave/pay once it has ended.
- 4.3 Alternatively, the mother/primary adopter may reduce their entitlement to maternity/adoption [benefits](#) by giving at least eight weeks' written notice to their employer to curtail their benefits at a specified future date (or at least nine weeks' written notice before the end of the full 39 week pay or full 52 week leave period) – this is called a 'curtailment notice'. (See [Template: Maternity/adoption leave/pay curtailment notice](#)). The notice must state the date that maternity/adoption benefits will end. They can provide the written notice before or after the child is born or before or after adoption leave starts, but maternity/adoption benefits cannot be ended until after the compulsory two-week period. (See 3.5 above).
- 4.4 If the mother/primary adopter is not entitled to maternity/adoption leave but is entitled to statutory maternity/adoption pay or maternity allowance, they must reduce their entitlement to less than the 39 weeks. If they do this, their [partner](#) may be entitled to up to 50 weeks of ShPL if they are [eligible](#). This is calculated by deducting from 52 the number of weeks of [SMP](#), [SAP](#) or [MA](#) taken by the mother/primary adopter.
- 4.5 Where the mother is claiming [MA](#), they will need to send a curtailment notice to the benefits office as well as to their employer if they are also in receipt of occupational maternity pay.

#### Revoking a curtailment notice

- 4.6 The curtailment notice is normally binding on you if it is accompanied by a [notice of entitlement and intention to take Shared Parental Leave](#). You can only revoke (withdraw) a curtailment notice and opt back in to maternity/adoption leave if maternity/adoption leave has not yet ended and one of the following applies:
- If, during the eight weeks before SHPL/ShPP is to start, you realise that neither you nor the other parent are in fact eligible for ShPL or ShPP, you can revoke the curtailment notice in writing up to eight weeks after it was given,

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<sup>2</sup> While returning to work automatically ends the mother's/primary adopter's entitlement to maternity/adoption leave, it does not automatically end their maternity/adoption pay period. The statutory pay period (or maternity allowance period) will continue to run 'in the background' for 39 weeks from when it started unless notice to end it is given.

- b) (for [mothers](#) only) if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later<sup>3</sup>, or
  - c) if the other parent has died.
- 4.7 Once you have revoked a curtailment notice you will not be able to opt back in to ShPL/ShPP in respect of the same child or partner, unless the revocation was given in the circumstances in 4.6b).
- 4.8 If you revoke a curtailment notice you will remain on maternity/adoption leave irrespective of any ShPL your partner may already have taken.
- 4.9 Where a mother revokes a curtailment notice in the circumstances described in 4.6b), their partner's entitlement to ShPL and ShPP stops with immediate effect. Both parents must inform their respective employers of the change in circumstances if they have [notified entitlement to ShPL](#). If you are the mother's/primary adopter's partner and you have already started taking ShPL or agreed a period of ShPL that is due to start within eight weeks following the revocation, you may be required to remain absent from work on unpaid ShPL for some or all of this period; normally this will be where the university has put in place cover arrangements for the planned period of ShPL and will need a minimum period of notice in order to bring those cover arrangements to an end.
- 4.10 If you wish to revoke a curtailment notice, you will need to confirm this in writing to the university.

### **Notice of entitlement and intention to take Shared Parental Leave**

- 4.11 You must also give a notice of entitlement and intention to take Shared Parental Leave, or a declaration that your partner has given their employer notice of their entitlement to Shared Parental Leave and you consent to the leave your partner intends to take.
- 4.12 Within this notice, you should give an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. **This indication will not be binding at this stage, but you should give as much information as you can about your future intentions** (see [Discussing intentions early on](#)).

See form: ***Notice of entitlement and intention to take Shared Parental Leave***.

### **Providing evidence of entitlement**

- 4.13 After receiving your notice of entitlement, the university may, within 14 days, ask for the following which you will then have 14 days to provide:
- a) A copy of the birth certificate or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth or, in cases of adoption, one or more documents from the adoption agency showing the agency's name and address and the expected placement date, and
  - b) The name and address of the other parent's employer or a declaration that they have no employer.

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<sup>3</sup> Not applicable in cases of adoption

- c) If you are the mother's/primary adopter's [partner](#), a written declaration from the mother's /primary adopter's employer if they have one that the mother/primary adopter has curtailed their maternity/adoption leave.

## Stage 2: Booking leave

### Discussing intentions early on

- 4.14 Having an early and informal discussion can provide an opportunity for both you and your manager to talk about respective preferences regarding when Shared Parental Leave is taken. Managers can use this discussion as an opportunity to point out the different options such as maternity, paternity or adoption leave, how you intend to take your annual leave entitlement, and to ensure you are aware of any other relevant schemes the university has in place. It can also be an opportunity to discuss when any discontinuous leave can be best accommodated particularly if the requested pattern of leave is dependent on both parents' respective employers agreeing to the proposed pattern of leave. See also [Procedure for requesting discontinuous periods of ShPL](#).

### Issuing a period of leave notice

See also [Flowchart: process for booking Shared Parental Leave](#)

- 4.15 Having opted into the ShPL system you will need to give a period of leave notice telling the university the start and end dates of your leave. This can be given at the same time as your opt-in notice, or it can be given later, as long as it is given at least eight weeks before the start of your leave. You must also state in your period of leave notice the dates on which you intend to claim shared parental pay, if applicable.
- 4.16 If the child is born eight or more weeks before the [EWC](#), you are able to book a period of leave to start within eight weeks of the actual birth if you give the notice as soon as reasonably practicable after the child's actual birth. Where you have not already given a [notice of entitlement and intention to take Shared Parental Leave](#) in these circumstances, then the requirement for eight weeks' notice before the start date of a period of leave will be treated as satisfied if the notice is given as soon as reasonably practicable after the actual date of birth. (This also applies where a child is placed with you for adoption eight or more weeks before the expected placement date).
- 4.17 You may take your leave all in one go or in separate blocks, although each period of leave must last no less than a week. See also [Procedure for requesting discontinuous periods of ShPL](#).
- 4.18 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of shared parental leave. Note that you may request more than one period of ShPL in one notice.
- 4.19 If your period of leave notice gives dates for a single continuous block of ShPL eg six weeks in a row you will be entitled to take the leave set out in the notice as of right unless you agree to change your period of leave at the university's request. **NB an employee is under no obligation to modify a continuous leave notice and should never be put under any pressure to do so.**

- 4.20 If, on the other hand, your notice requests more than one period of ShPL, you will not be able to take your proposed pattern of leave as of right. Instead, the [Procedure for requesting discontinuous periods of ShPL](#) will apply.

### **Procedure for requesting discontinuous periods of Shared Parental Leave**

See also [Flowchart: process for booking Shared Parental Leave](#)

- 4.21 The university may, in some cases, be willing to consider a period of leave notice where the ShPL is split into shorter periods of at least a week with periods of work in between eg an arrangement where an employee might take six weeks of ShPL and work every other week for a period of three months. It is best to discuss this with your manager and HR in good time before formally submitting your period of leave notice – see [Discussing intentions early on](#). This will give your manager more time to consider the request and increases the likelihood of your preferred pattern of leave being agreed.
- 4.22 Although you are advised to discuss your intentions at an early stage, you must submit a period of leave notice setting out the requested pattern of leave at least eight weeks before the requested start date (subject to 4.16). If your manager is unable to agree to your request straight away, there will be a two-week discussion period. This provides your manager more time to consider your request, for example, what cover might be needed in your absence and whether any modification to the requested period of discontinuous leave is necessary. Your manager should discuss this with you and may seek your views on how you think the requested pattern of discontinuous leave can be accommodated.
- 4.23 At the end of the two-week discussion period, any agreed arrangements will be confirmed to you in writing in accordance with 4.31 below. If it has not been possible to reach agreement, you will be entitled to take the full amount of requested ShPL as one block, which will automatically start on the start date given in your notice for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave. Alternatively, you may:
- a) choose a new start date which must be at least eight weeks after your original period of leave notice was given, and inform the university of this new start date within five days of the end of the two-week discussion period, or
  - b) withdraw your period of leave notice within two days of the end of the two-week discussion period and you may submit a new one if you choose. If you do this, the notice will not count towards the cap of three notices at 4.18.
- 4.24 Each request for discontinuous leave will be considered 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 ShPL.

### **Changing the dates or cancelling your Shared Parental Leave**

- 4.25 You can cancel or change the start date or the end date of the period of leave, by providing at least eight weeks' written notice before the original start date or end date and the new start date or end date.
- 4.26 You do not need to give eight weeks' notice if you are changing the dates of your ShPL because your child has been born earlier than the [EWC](#), where you wanted to start your ShPL a certain length of time but not more than eight weeks after birth. In such cases

please notify the university in writing of the change as soon as you can. (This also applies if the child is placed with you for adoption sooner than originally notified). See also 4.16.

- 4.27 You can change discontinuous periods of leave into a single continuous period of leave by providing at least eight weeks written notice before the start date of the period of leave.
- 4.28 You can request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between. Any such request will be considered as set out above – see [Procedure for requesting discontinuous periods of ShPL](#).
- 4.29 A notice to change or cancel a period of leave will count as one of your three period of leave notices under 4.18, unless:
- a) the variation is a result of your child being born in the circumstances described in 4.26 above, or
  - b) the variation is a result of the child being placed with you earlier or later than the expected adoption placement date,
  - c) the variation is at the university's request (see 4.19), or
  - d) it has not been possible to agree your requested pattern of leave and you have withdrawn the notice under 4.23b) above, or
  - e) the university agrees otherwise.

#### **Confirmation of leave dates**

- 4.30 All notices for continuous leave or any variation will be confirmed to you in writing by HR.
- 4.31 Any agreed requests for periods of discontinuous leave will be confirmed to you in writing by HR. The request may be granted in full or in part: for example, the university may propose a modified version of the request. See [Procedure for requesting discontinuous periods of Shared Parental Leave](#).

## **5 Enhanced Shared Parental Pay**

- 5.1 Not all employees who are eligible for Shared Parental Leave (ShPL) will also qualify for Shared Parental Pay (ShPP), statutory or enhanced.
- 5.2 You will qualify for Enhanced Shared Parental Pay ([Enhanced ShPP](#)) if:
- You are [eligible](#) for Shared Parental Leave (ShPL), and
  - You are claiming [Statutory ShPP](#) from the university or you have 26 weeks' continuous service at the end of the [qualifying week](#), and
  - You are employed by the university.
- 5.3 Enhanced ShPP is paid as follows:
- a) Six weeks at [normal salary](#) inclusive of any Statutory ShPP that may be due for that period
  - b) 12 weeks at half normal salary plus Statutory ShPP (where applicable). The total amount payable is capped at full normal salary.
  - c) Up to 21 weeks' Statutory ShPP (where applicable).

- 5.4 Any enhanced maternity, adoption or paternity pay you have received will be counted towards your entitlement to Enhanced ShPP.
- 5.5 Payment of the 12 weeks' half pay specified at 5.3b) above is conditional upon you confirming in writing, before starting ShPL, that you intend to return to work for at least 13 weeks after the end of your ShPL. If you later decide not to return to work for this minimum period, you must repay the 12 weeks' half pay element of Enhanced ShPP. You will not be required to repay any Statutory ShPP.
- 5.6 If you qualify for both Maternity Allowance (MA) and Enhanced ShPP, your Enhanced ShPP will be offset by the amount of MA that you are eligible to claim.

## 6 Other terms during Shared Parental Leave

- 6.1 During ShPL you will be entitled to the benefit of all your existing terms and conditions of employment other than terms relating to pay.

### Annual leave

- 6.2 Annual leave entitlement will continue to accrue at the rate provided under your contract of employment. If your ShPL will continue into the next leave year, any leave entitlement that cannot reasonably be taken before starting your leave can be carried over. Please discuss your annual leave plans with your manager in good time before starting ShPL (see 4.14). All leave dates are subject to approval by your manager.

### Pension

- 6.3 If you are a member of a workplace pension scheme eg the Local Government Pension Scheme (LGPS) or the Teachers Pension Scheme (TPS)), the university will make employer pension contributions during any period of paid ShPL (statutory or enhanced) in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any ShPP and/or any other pensionable pay you are receiving. If you take a period of unpaid ShPL you should contact the payroll and pensions team for advice on the implications for your pension and any options available under the relevant scheme rules to elect to cover a period of lost pensionable service. You should seek this advice at the earliest opportunity because you may need to make an election within a defined timescale under the pension scheme rules.

For more information on the LGPS visit [www.lgps2014.org](http://www.lgps2014.org)

For more information on the TPS visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## 7 Keeping in touch

- 7.1 The university may make reasonable contact with you from time to time during your ShPL as appropriate. This may include contacting you to discuss arrangements for your return to work.
- 7.2 You may request or be requested to work including attending training on up to 20 "keeping-in-touch" days (KIT days) during your ShPL. This is in addition to any KIT days that you

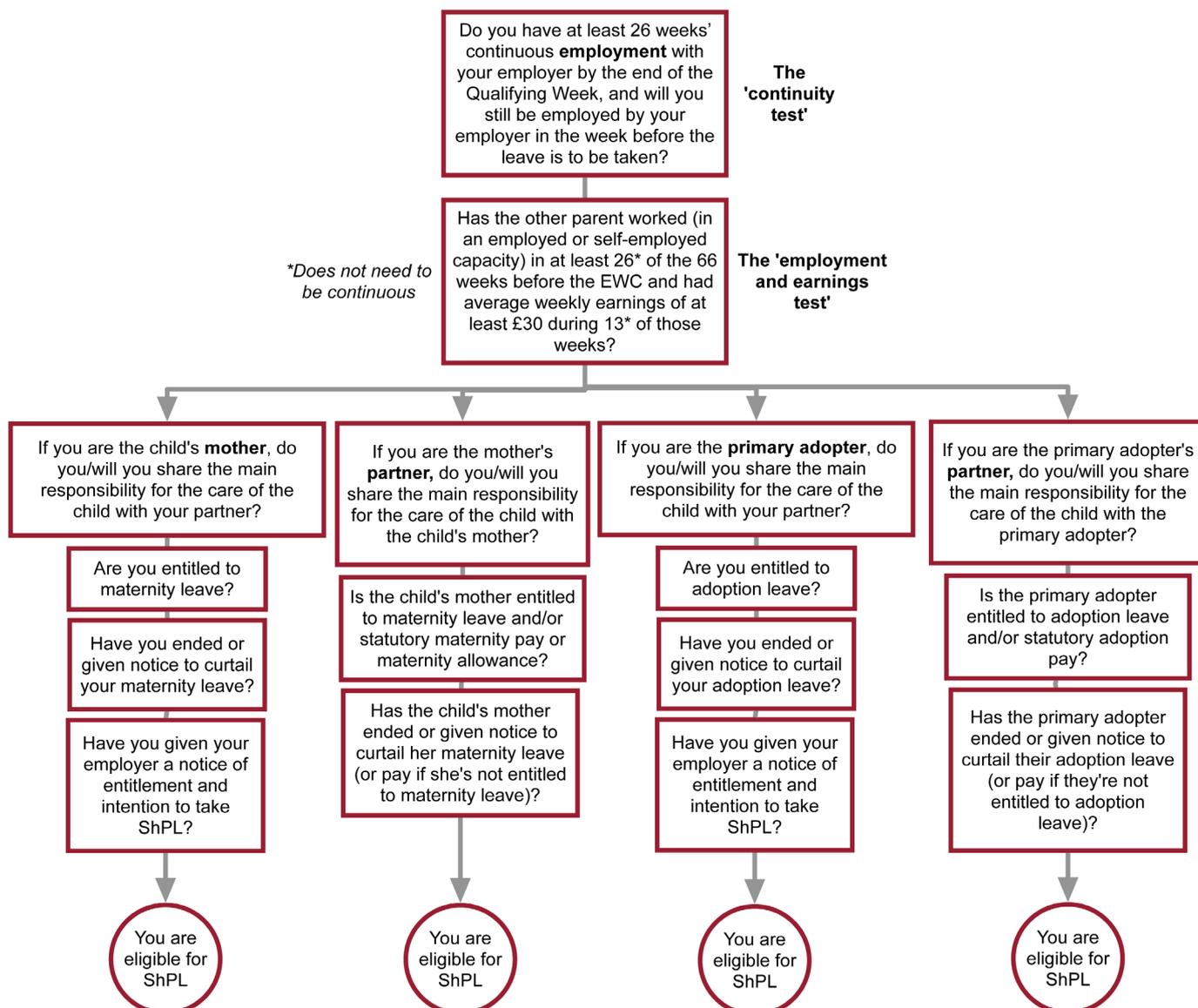
may have taken during maternity or adoption leave. KIT days are not compulsory and must be discussed and agreed with your manager.

- 7.3 You will be paid at your normal rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.
- 7.4 With the agreement of the university, you may use KIT days to work part of a week during ShPL and/or to effect a gradual return to work towards the end of a long period of ShPL or to trial a possible flexible working pattern. See the university's **Flexible Working Policy**.

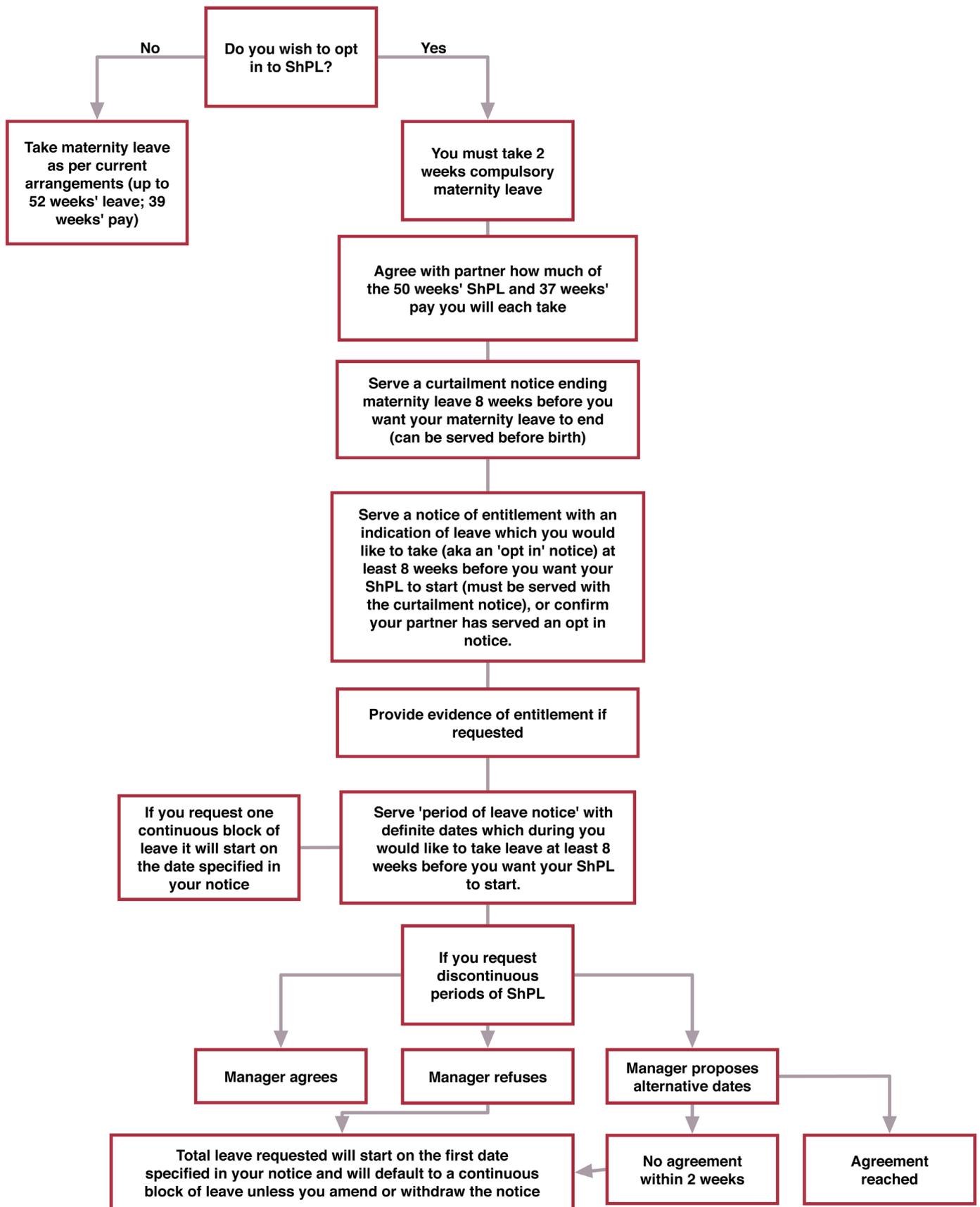
## 8 **Returning to work**

- 8.1 You are expected to return to work on the next working day following your last day of ShPL, unless you notify the university otherwise in accordance with this section or you take a period of approved leave (eg annual leave or parental leave) immediately following ShPL. If you are unable to attend work due to sickness or injury, the university's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.
- 8.2 You are normally entitled to return to work in the position you held before starting ShPL, and on the same terms of employment. However, if it is not reasonably practicable for the university to allow you to return into the same position, the university may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
  - a) if your ShPL and any maternity, adoption or paternity leave you have taken adds up to more than 26 weeks in total whether or not taken consecutively, or
  - b) if you took ShPL consecutively with more than four weeks of ordinary parental leave under the university's **Parental Leave Policy**).
- 8.3 If you want to change your hours or other working arrangements on return from ShPL you should make a request under the university's **Flexible Working Policy**. It is helpful if such requests are made as early as possible.
- 8.4 If you decide you do not want to return to work you should give notice of resignation in accordance with your contract. This may have an impact on your entitlement to Enhanced ShPP – see 5.5 above).

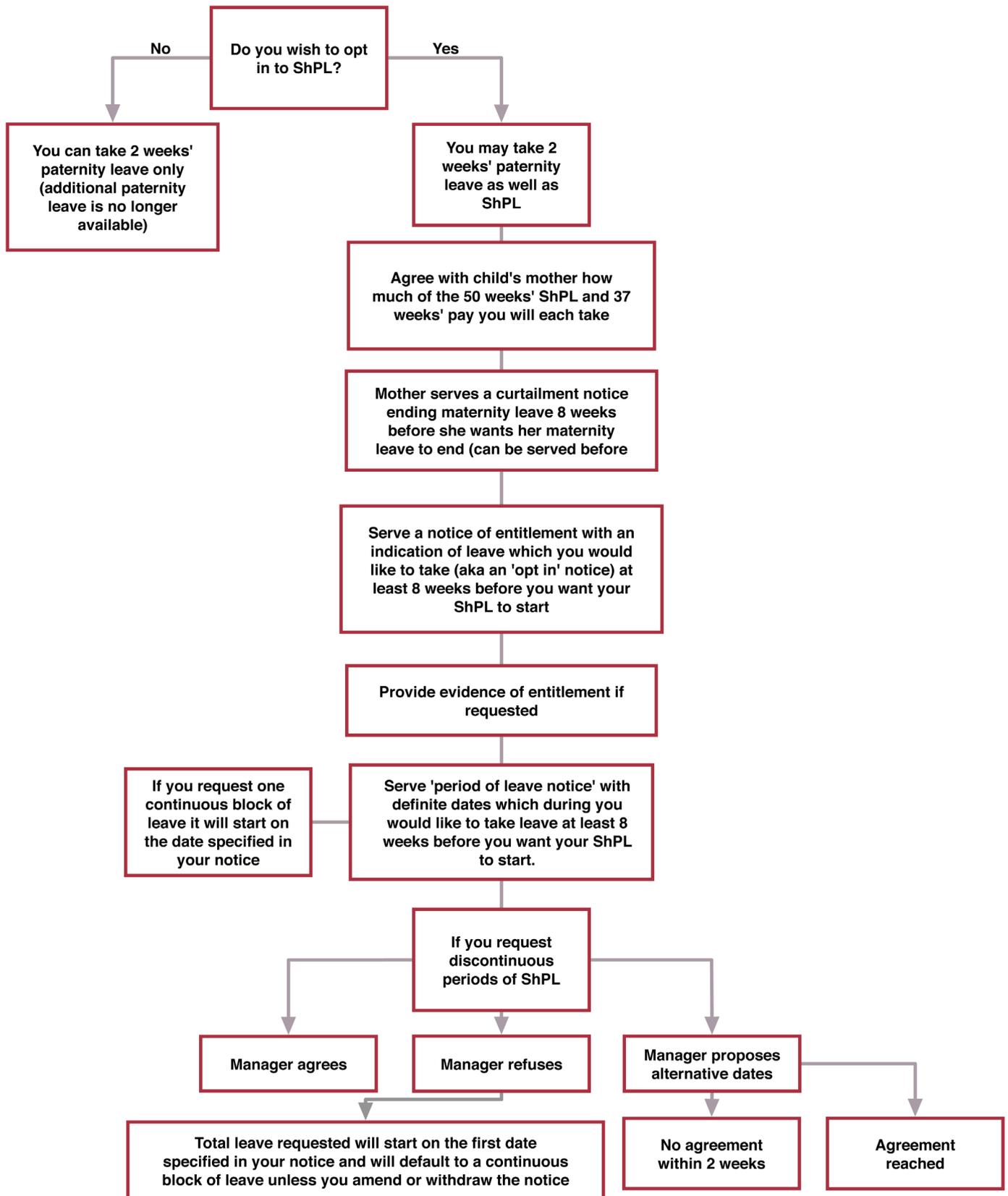
# Flowchart: Assessing eligibility for Shared Parental Leave



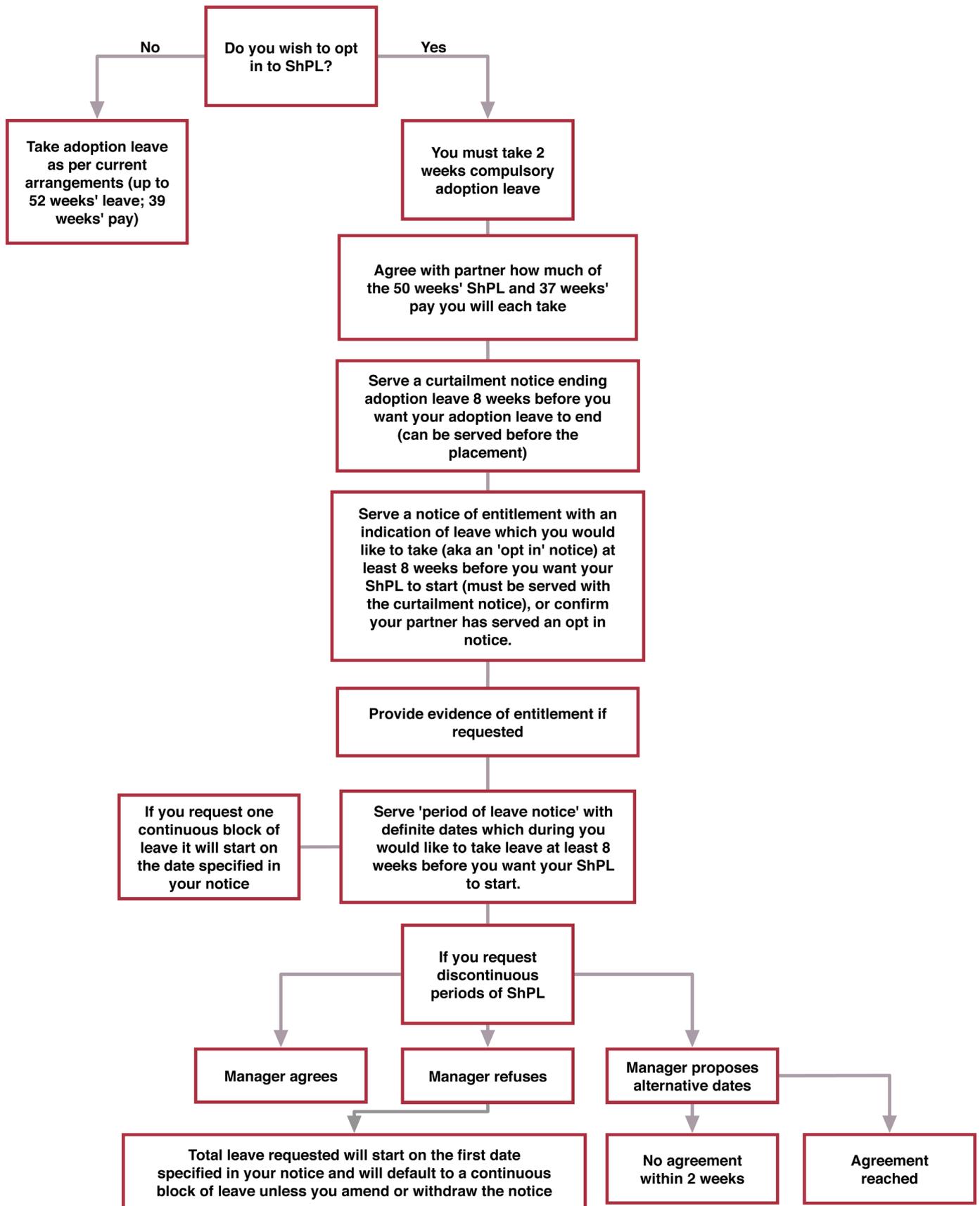
# Flowchart: process for taking ShPL: birth mother



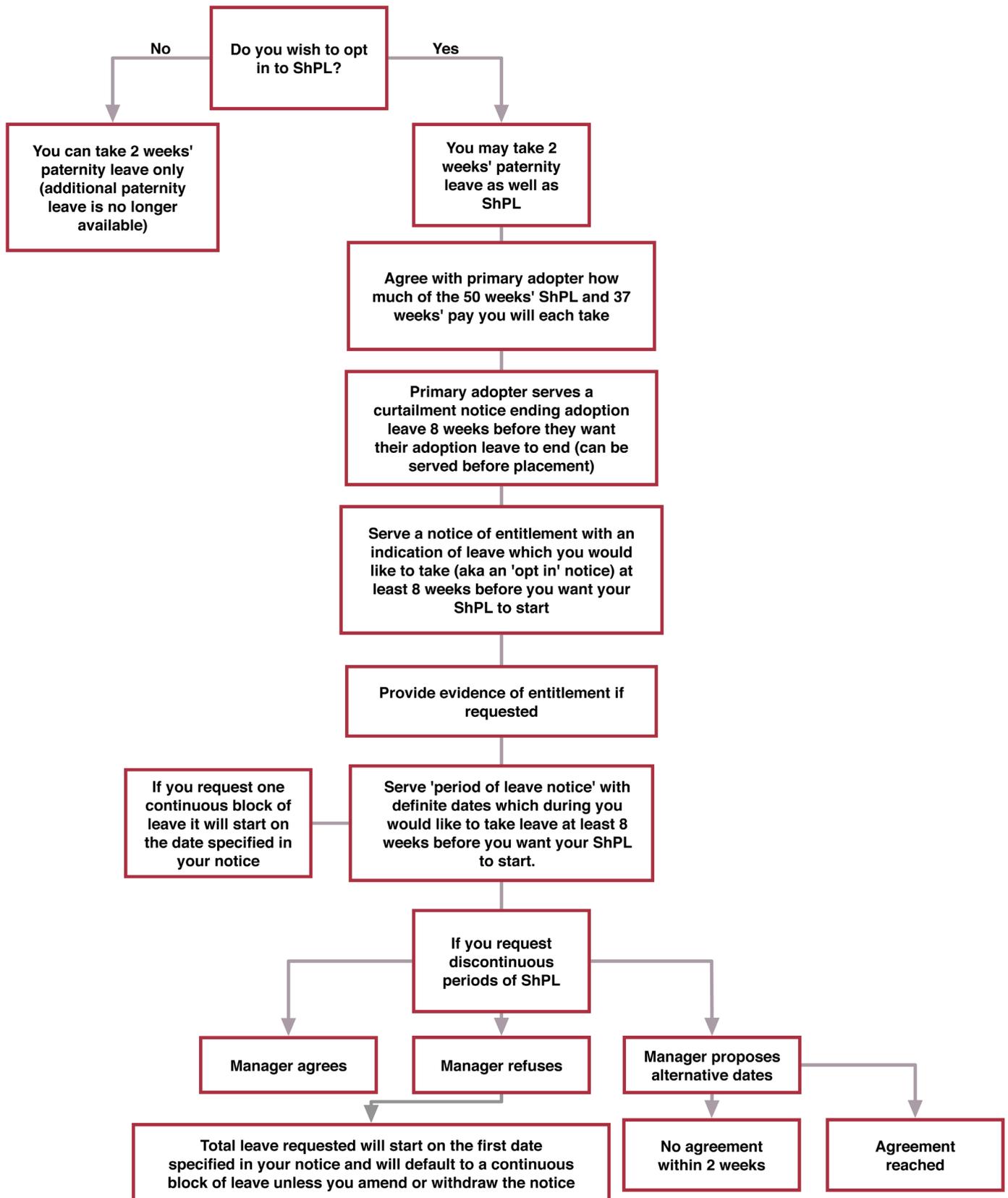
# Flowchart: process for taking ShPL: birth partner



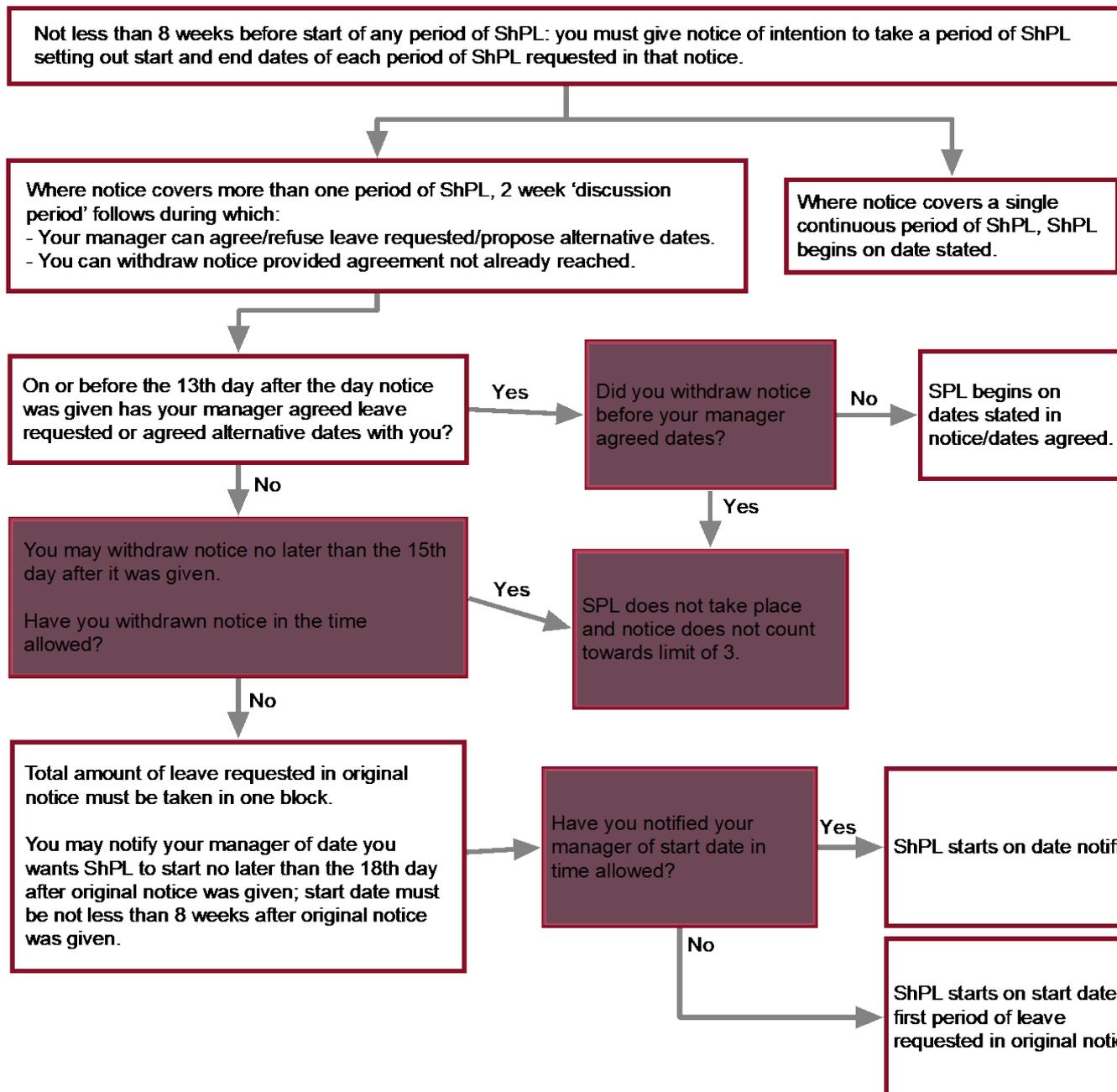
# Flowchart: process for taking ShPL: primary adopter



# Flowchart: process for taking ShPL: adopter's partner



# Flowchart: process for booking Shared Parental Leave



## Examples

### Example A

Jennifer ends her maternity leave and pay after 14 weeks. The remaining 38 weeks of the total 52 week maternity leave entitlement will be available for ShPL and the remaining 25 weeks of the total 39 week maternity pay entitlement will be available for ShPP. The 38 weeks of ShPL and the 25 weeks of ShPP can be shared between Jennifer and her partner if they are both eligible.

### Example B

Rob ends his adoption leave after four weeks. The remaining 48 weeks of the total 52 week adoption leave entitlement will be available for ShPL and the remaining 35 weeks of the total 39 week adoption pay entitlement will be available for ShPP. The 48 weeks of ShPL and the 35 weeks of ShPP can be shared between Rob and his partner if they are both eligible.

### Example C

Jo gives notice to curtail their maternity leave after 28 weeks. This leaves 24 weeks of ShPL that they can share with their partner. This leave is brought forward and Jo's partner takes two weeks Paternity Leave followed by 24 weeks' ShPL at the same time that Jo is taking their 26 weeks' maternity leave.

## Template: Maternity/adoption leave/pay curtailment notice

[Date]

To whom it may concern:

### Notice to curtail maternity/adoption leave/pay

I am writing to give formal notice that I will be ending my [maternity/adoption] leave early on [date<sup>4</sup>].

My [maternity/adoption] pay will cease to be paid on [date<sup>4</sup>].

I enclose with this notice a **Notice of Entitlement and Intention to take Shared Parental Leave**.

Yours faithfully,

[Name]

[Address]

Enc. Notice of Entitlement and Intention to take Shared Parental Leave

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<sup>4</sup> This date must be:

- at least one day after the end of the compulsory maternity/adoption leave period (3.5);
- at least eight weeks after the date on which you give the leave curtailment notice to the university; and
- where you are curtailing your leave period, at least one week before the last day of your full 52 week maternity/adoption leave period; or
- where you are curtailing your pay period, at least one week before the last day of your full 39 week maternity/adoption pay period.