



Shared Parental Leave and Notification Procedure

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1. Introduction

- 1.1 Shared parental leave (SPL) enables eligible parents to choose how to share time off work after their child is born or adopted. Mothers can bring their maternity leave and pay to an end and share any remaining entitlement as shared parental leave and pay with their partner.
- 1.2 SPL 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. For further information on ordinary parental leave see the Council's Leave and Worklife Balance Policy.
- 1.3 As the SPL provisions are complex, if an employee wishes to take this leave, he/she should clarify the relevant procedures with Human Resources to ensure that they are followed correctly.

2. Definitions

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

- 3.1 This procedure applies to Wyre Council employees, whether they are the mother or the partner. If it is the mother who is employed by the council, her partner must (where relevant) submit any notifications to take SPL set out in this policy to his/her own employer, which may have its own SPL policy in place, if he/she wants to take a period of SPL.
- 3.2 Similarly, if it is the partner who is employed by the council, the mother must (where relevant) submit any notifications to take SPL to her own employer.
- 3.3 The mother and the partner should ensure that they are each liaising with their own employer to ensure that requests for SPL are handled as smoothly as possible.

4. Amount of Shared Parental Leave Available

- 4.1 The amount of SPL to which an individual is entitled will depend on when the mother brings her maternity leave period to an end and the amount of leave that the other parent takes in respect of the child. SPL must be taken in blocks of at least one week. The employee can request to take SPL in one continuous block (in which case the council 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 council's agreement). A maximum of three requests for leave per pregnancy can normally be made by each parent.

- 4.2 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 SPL until two weeks after the birth and the maximum period that the parents could take as SPL is 50 weeks between them (although it will normally be less than this because of any maternity leave that mother takes before the birth).
- 4.3 However, the mother's partner can begin a period of SPL at any time from the date of the child's birth (but the partner should bear in mind that he/she is entitled to take up to two weeks' ordinary paternity leave following the birth of his/her child, which he/she will lose if SPL is taken first).
- 4.4 SPL must end no later than one year after the birth of the child.

5. Eligibility for Shared Parental Leave

- 5.1 For employees to be eligible to take SPL, both parents must meet certain eligibility requirements.

5.2 **Mother's eligibility for shared parental leave**

The mother is eligible for SPL 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 council until the week before any period of SPL that she takes;
- 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 SPL notice and evidence requirements.

In addition, for the mother to be eligible for SPL, 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 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.

5.3 **Partner's eligibility for shared parental leave**

The partner is eligible for SPL if he/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 council until the week before any period of SPL that he/she takes;

- 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 SPL notice and evidence requirements.

In addition, for the partner to be eligible for SPL, 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 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. Process – Applying for Shared Parental Leave

6.1 Employees considering taking SPL are encouraged to have an informal discussion with their line manager as early as possible to talk about their entitlement and potential leave plans. The notice periods set out below are the minimum required by law. However, the earlier the employee informs the council of his/her intentions, the more likely it is that their wishes will be able to be accommodated, particularly if he/she wants to take periods of discontinuous leave.

6.2 Although there are three stages detailed below, in practice it is likely that these will be completed at the same time. They are:

- a "maternity leave curtailment notice" from the mother setting out when she proposes to end her maternity leave (unless the mother has already returned to work from maternity leave);
- a "notice of entitlement and intention" from the employee giving an initial, non-binding indication of each period of SPL that he/she is requesting; and
- a "period of leave notice" from the employee setting out the start and end dates of each period of SPL that he/she is requesting.

6.3 **Mother's notice curtailing maternity leave (Appendix 1)**

Before SPL can begin the mother must have ended or given notice to reduce (curtail) any maternity entitlements. This is done by completing the Maternity Leave Curtailment Notice which must be sent to Human Resources at least 8 weeks prior to the start of the SPL.

The date on which maternity leave is to end must be:

- after the compulsory maternity leave period, which is the two weeks after birth;
- at least eight weeks after the date on which the mother gave the maternity leave curtailment notice to her employer; and
- at least one week before what would be the end of the additional maternity leave period.

- 6.3.1 The mother must provide her maternity leave curtailment notice at the same time she provides either her notice of entitlement and intention or a declaration of consent and entitlement signed by the mother confirming that her partner has given his/her employer a notice of entitlement and intention (see Employee's notice of entitlement and intention below).
- 6.3.2 A father/partner employed by the council who wants to share leave with the mother who is employed by another organisation will need to obtain a copy of the mother's Curtailment of Maternity Notification. This should be sent to Human Resources together with their own Notification of Entitlement and Intention to Take Leave form and Notice to Take Leave form at least 8 weeks prior to the start of SPL.

6.4 **Revocation of maternity leave curtailment notice (Appendix 2)**

The mother can withdraw her notice curtailing her maternity leave 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. The mother can withdraw her maternity leave curtailment notice if:

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

6.5 **Employee's notice of entitlement and intention (Appendix 3a & 3b)**

Notification of entitlement to SPL by both partners must be established prior to giving notice to take leave.

- 6.5.1 All employees of the council who wish to take SPL must provide the correct notification of their entitlement and intention to take SPL at least 8 weeks before they take it. This must be done using the Notification of Entitlement and Intention to Take Leave form which requires the following:

- the name of the employee;
- the partner's name;
- the start and end dates of any statutory maternity leave or pay taken or to be taken by the mother;
- the total amount of SPL available;
- the child's expected week of birth and the child's date of birth (although, if the child has not yet been born, the date of birth can be provided as soon as reasonably practicable after birth, and before the first period of SPL to be taken by the mother);
- how much SPL the mother and partner each intend to take; and
- a non-binding indication as to when the employee intends to take SPL (including the start and end dates for each period of leave)
- that they meet or will meet the eligibility criteria
- that the information they have given is accurate
- if they are not the mother that they are the father of the child or partner of the mother

- that should they cease to be eligible they will immediately inform their line manager

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

- a copy of the child's birth certificate (or, if the child has not been born, a copy of the birth certificate within 14 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
- the name and address of the other parent's employer (or a declaration that the other parent has no employer).

6.5.3 The employee has 14 days from the date of the request to send the council the required information.

6.6 **Variation or cancellation of notice of entitlement and intention (Appendix 4)**

The employee can vary or cancel his/her proposed SPL dates following the submission of a notice of entitlement and intention, provided that he/she provides the council with a written notice. The written notice must contain:

- an indication as to when the employee intends to take SPL (including the start and end dates for each period of leave);
- details of any periods of SPL that have been notified through a period of leave notice;
- details of any periods of statutory shared parental pay that have been notified in relation to periods where SPL was not to be taken; and
- a declaration signed by the mother and the partner that they agree to the variation.

6.6.1 Any indication of leave intended to be taken that the employee provides in a variation of notice of entitlement and intention is non-binding until he/she provides a period of leave notice in relation to that period of leave. There is no limit on the number of variations of notice of entitlement and intention that the employee can make.

6.7 **Employee's Notice to take Leave**

Employees have a statutory right to submit up to three notifications specifying the leave periods they are intending to take. This must be submitted to Human Resources using the Period of Leave Notification Form (Appendix 5) at least 8 weeks before the start of the intended leave period.

6.7.1 Each notification may contain either:

- a) a single period of leave (continuous leave); or
- b) two or more weeks of discontinuous leave, where they intend to return to work between periods of leave.

SPL must be taken in complete weeks but can begin on any day of the week. If employees return to work between periods of SPL, the next period of SPL can start on any day of the week.

6.7.2 **Continuous Leave Notifications**

A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken block, for example, six weeks in a row.

Employees have the right to take a continuous block of leave notified in a single notification, as long as it does not exceed the total number of weeks SPL available (specified in the notice of entitlement) and they have given at least eight weeks' notice.

Employers cannot refuse a continuous leave notification.

6.7.3 **Discontinuous Leave Notifications**

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks leave over a period of time, with breaks between the leave where employees can return to work. For example, the mother and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.

6.7.4 When an employee requests a pattern of discontinuous leave the council can in the two weeks beginning with the date the period of leave notice was given, do one of the following:

- consent to the pattern of leave requested;
- propose an alternative pattern of leave; or
- refuse the pattern of leave requested.

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

6.7.6 If no agreement has been reached within that two-week discussion period, the employee is 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 council of that 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.

6.7.7 Alternatively, if the council 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.

6.8 **Variation or cancellation of period of leave notice (Appendix 6)**

The employee can vary or cancel his/her proposed SPL dates following the submission of a period of leave notice, provided that he/she provides the council with a written notice not less than eight weeks before any period of leave varied or cancelled by the notice is due to commence. The written notice can:

- vary the start date or the end date of any period of SPL or cancel a request for leave;
- request that a continuous period of leave become discontinuous periods of leave; or
- request that discontinuous periods of leave become a continuous period of leave.

6.9 **Examples of SPL arrangements**

- The mother could take the first eight months, with the father taking the remaining months.
- The mother could return to work for a period in the middle of the 52 week leave period with the father looking after the child during that time.
- The parents could both stay at home together with the child for up to six months (minus any maternity leave taken).
- One or both parents could take a discontinuous pattern of leave, for example taking leave for four weeks, then returning to work for four weeks, then taking leave for 4 weeks and so on.

7 Amount of Shared Parental Pay Available

- 7.1 Statutory shared parental pay is available for eligible parents to share between them while on SPL. 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.
- 7.2 A total of 39 weeks' statutory maternity pay or maternity allowance is available to the mother. As there is a compulsory maternity leave period of two, this means that a mother who ends her maternity leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with her partner (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).
- 7.3 Any statutory shared parental pay due during SPL 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.
- 7.4 It is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

8. Eligibility for Statutory Shared Parental Pay

- 8.1 For employees to be eligible for statutory shared parental pay, both parents must meet certain eligibility requirements.

8.2 **Mother's eligibility for statutory shared parental pay**

The mother is eligible for statutory shared parental pay 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 her employer until the week before any period of shared parental pay that she gets;
- has normal weekly earnings for a period of eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;
- is absent from work and intends to care for the child during each week in which she receives statutory shared parental pay; and
- is entitled to statutory maternity pay in respect of the child, but the maternity pay period has been reduced.

In addition, for the mother to be eligible for statutory shared parental pay, the partner 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, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks.

8.3 **Partner's eligibility for statutory shared parental pay**

The partner is eligible for statutory shared parental pay if he/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 his/her employer until the week before any period of shared parental pay that he/she gets;
- has normal weekly earnings for eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
- is absent from work and intends to care for the child during each week in which he/she receives statutory shared parental pay.

In addition, for the partner to be eligible, 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 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; and
- be entitled to statutory maternity pay or maternity allowance in respect of the child, but the maternity pay period or maternity allowance period has been reduced.

9. Rights During Shared Parental Leave

- 9.1 During SPL, all terms and conditions of the employee's contract except normal pay will continue. Salary/wages will be replaced by statutory shared parental pay.
- 9.2 This means that, while sums payable by way of wages/salary will cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue. Pension contributions will continue to be paid.

10. Contact During Shared Parental Leave

- 10.1 The council reserves the right to maintain reasonable contact with employees during SPL. 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 work during their absence.
- 10.2 An employee can agree to work for the council (or to attend training) for up to 20 days during SPL without that work bringing the period of his/her SPL and pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days.
- 10.3 The council has no right to require employees to carry out any work and employees have no right to undertake any work during their SPL. Any work undertaken is entirely a matter for agreement between employees and the council.
- 10.4 You will be paid for any hours work undertaken on SPLIT day in line with your contracted rate of pay. The combined entitlement to pay and SPL payment must not exceed the contracted rate of pay for that day.

11. Returning to Work Following Shared Parental Leave

- 11.1 The employee has the right to resume working in the same job when returning to work from SPL if the period of leave, when added to any other period of SPL, statutory maternity leave or statutory paternity leave taken by the employee in relation to the same child, is 26 weeks or less.
- 11.2 If the employee is returning to work from SPL and the period of leave taken is more than 26 weeks, when added to any other period of SPL, statutory maternity or paternity leave taken in relation to the same child, or 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 council to permit a return to the same job, the employee has the right to return to another job that is suitable and appropriate for him/her.

12. Adoptive Parents and Shared Parental Leave

- 12.1 Eligibility and application procedures for adoptive parents are much the same as for birth parents and if a member of staff adopting a child wishes to take SPL they should speak with their manager and contact a member of Human Resources at the earliest opportunity.

13. Equality Impact Assessment And Monitoring

- 131 The operation of this policy will be monitored for its impact on different equality groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

14. Data Protection

- 14.1 In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.

Shared parental leave: maternity leave curtailment notice	
Name of employee:	
Job title:	
<p>I wish to bring my [ordinary/additional] maternity leave [and statutory maternity pay] to an end to be able to take shared parental leave. I have also completed a form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take.</p>	
I wish to end my ordinary/additional maternity leave on:	
I wish my statutory maternity pay period (if applicable) to end on:	
Signed:	
Dated:	
<p>Notes</p> <p>You should complete and submit this form alongside the Council's Form for a mother to provide a notice of entitlement and intention to take shared parental leave or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take.</p> <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"> • eight weeks after the date on which you provide this notice to the organisation; • two weeks [or four weeks for factory workers] after you give birth; and • one week before what would have been the end of your additional maternity leave. 	

Shared parental leave: revocation of maternity leave curtailment notice	
Name of employee:	
Job title:	
Date of maternity leave curtailment notice:	
I previously notified you that I wished to end my maternity leave on:	
I no longer wish to end my maternity leave and would like to revoke my maternity leave curtailment notice. [I would also like to revoke my maternity pay period curtailment notice.]	
Signed:	
Dated:	
<p>Notes</p> <p>You can withdraw your maternity leave curtailment notice only if:</p> <ul style="list-style-type: none"> • 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 curtailment notice within eight weeks of providing your maternity leave curtailment notice; • you gave the maternity leave curtailment notice before the birth of your child and you withdraw your maternity leave curtailment notice within six weeks of your child's birth; or • your partner has died (if this is the case, please state the date of death here: []). 	

Shared parental leave: notice of entitlement and intention (mother)	
Name of employee:	
Job title:	
I wish to provide the Council with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.	
Section A: information to be provided by employee	
My partner's name is:	
My maternity leave [started/is expected to start] on:	
My maternity leave [ended/is expected to end] on:	
My [child's expected week of birth is/child was born on]:	
The total amount of shared parental leave my partner and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
My partner intends to take the following number of weeks' shared parental leave:	
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):	
The total amount of shared parental pay (if applicable) my partner and I have available is:	

I intend to take the following number of weeks' shared parental pay (if applicable):	
My partner intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section B: declaration to be completed by employee	
I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
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 council	
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 council's maternity leave curtailment requirements/returned to work before the end of my statutory maternity leave period], and will comply with the council's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I will immediately inform the council if I cease to care for the child	
Section C: declaration to be completed by employee's partner	
My name is:	
My address is:	

[My national insurance number is/I do not have a national insurance number]:	
I [satisfy/will satisfy] the following eligibility requirements to enable the mother to take shared parental leave:	
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	
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother	
I consent to the amount of shared parental leave that the mother intends to take	
I consent to your organisation processing the information provided in this form	
Section D: signatures	
Signed (mother):	
Dated (mother):	
Signed (partner):	
Dated (partner):	
<p>Notes</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 organisation to check that you are entitled to shared parental leave and to provide the organisation 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 organisation 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.</p>	

Shared parental leave: notice of entitlement and intention (partner)	
Name of employee:	
Job title:	
I wish to provide the council with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.	
Section A: information to be provided by employee	
The mother's name is:	
The mother's maternity leave [started/is expected to start] on:	
The mother's maternity leave [ended/is expected to end] on:	
The mother [received/is expected to receive] the following periods of [statutory maternity pay/maternity allowance]:	
My [child's expected week of birth is/child was born on]:	
The total amount of shared parental leave the mother and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
The mother intends to take the following number of weeks' shared parental leave:	
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):	

The total amount of shared parental pay (if applicable) the mother and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The mother intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section B: declaration to be completed by employee	
I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
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 council	
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 organisation's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother	
I will immediately inform the council 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	
Section C: declaration to be completed by the mother	

My name is:	
My address is:	
[My national insurance number is/I do not have a national insurance number]:	
I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:	
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]	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable)	
I consent to your organisation processing the information provided in this form	
Section D: signatures	
Signed (partner):	
Dated (partner):	
Signed (mother):	

Dated (mother):	
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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 council to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give 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 council a variation notice.

Shared parental leave: variation of notice of entitlement and intention	
Name of employee:	
Job title:	
I previously provided the organisation with an initial indication, in my notice of entitlement and intention dated [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.	
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):	
I have already notified the council 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:	
My partner has already notified his/her employer in any period of leave notice or a variation of period of leave notice (if applicable) that he/she will be taking the following periods of shared parental leave:	
I have already notified the council of the following periods of statutory shared parental pay (if applicable):	
My partner has already notified his/her employer of the following periods of statutory shared parental pay (if applicable):	
Signed (mother):	
Dated (mother):	
Signed (partner):	

Dated (partner):	
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Notes

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 period of leave notices.



Shared parental leave: period of leave notice	
Name of employee:	
Job title:	
I wish to take the following period(s) of shared parental leave. Please complete either section A or section B.	
Section A: please fill out if your child has already been born or if you know the exact dates on which you would like to take shared parental leave.	
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):	
Section B: please fill out 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.	
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]:	
I wish my shared parental leave to end the following number of days after the date on which my child is born:	
Signed:	
Dated:	
<p>Notes</p> <p>You can request to take shared parental leave in one continuous block (in which case the council 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</p>	

council's agreement). A maximum of three requests for leave per pregnancy can normally be made by each parent.

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 council 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 council 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.

Shared parental leave: variation of period of leave notice	
Name of employee:	
Job title:	
I previously provided the council with notice of my proposed shared parental leave in a period of leave notice dated [date]. I now wish to amend my shared parental leave request.	
I had already notified the council 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:	
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):	
I have already notified the council of the following periods of statutory shared parental pay (if applicable):	
Signed:	
Dated:	
<p>Notes</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 period of leave notices.</p> <p>The council 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</p>	

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.

arm/empap/cr/18/0207lh Appendix 5