



Manager Guidance – Shared Parental Leave

1. Introduction

Shared Parental Leave (ShPL) is designed to allow mothers and co-parents more flexibility in how to share the care of their child in the first year following birth or adoption. Shared Parental Leave allows working parents who share the main responsibility for the care of their child to manage working and childcare responsibilities.

The use of ShPL will apply to mothers and co-parents who meet the eligibility criteria detailed in the Maternity Policy (see link below).

Co-parents are defined as fathers, spouses, civil partners, partners and adopters.

Entitlement

In order to take ShPL, the mother must have served 8 weeks' notice of her decision to end her maternity leave or maternity pay early. The remaining leave will be available as ShPL, and the remaining pay may be available as Statutory Shared Parental Pay (ShPP).

The mother must take a minimum of 2 weeks maternity leave following the birth of the child. The remaining 50 weeks can be available for ShPL.

ShPL must be taken in complete weeks and can be taken as either a continuous period or discontinuous blocks of up to 3 separate blocks, subject to exigencies of the service.

Notice and Application Requirements

The minimum period of leave must be one week. Eight weeks' notice is required of an intention to end maternity leave or pay and take a block of ShPL.

To apply for ShPL, form HR08 should be completed and submitted to the employee's line manager.

Form HR08 should be submitted to the HR Operations Team within the Employee Service Centre (ESC) for processing.

Shared Parental Leave in Touch (SPLIT) Days

These days are distinct and in addition to the 10 Keeping in Touch (KIT) days which are already available for women on statutory maternity leave.

SPLIT days are available to both parties during ShPL period. If mutually agreed by the manager, parents can each work up to 20 SPLIT days without bringing the shared parental leave to an end.

The manager should notify the HR operations Team within the ESC of the dates the employee is intending to take the SPLIT days.

2. Key steps in the process

Step	Task	Who does it
1	Employee notifies manager of intention to end Maternity Leave or pay, and completes Form HR08 to apply for ShPL	Employee
2	Line manager submits completed Form HR08 to ESC for processing	Line Manger
3	Letter is issued to employee providing details of ShPL and/or ShPP	HR Operations Team
4.	iTrent updated with ShPL dates.	HR Operations Team
5.	SPLIT Days requested by employee and agreed by line manager should be submitted to ESC	Line Manager
6.	iTrent updated with SPLIT days	HR Operations Team

3. What do I as a manager need to know

Eight weeks notice is required of an intention to take a block of ShPL. The completed application form HR08 should be submitted to the ESC to ensure the employee's leave and pay is calculated accurately.

Where SPLIT days are taken, the ESC should be notified of these as soon as is reasonably practical.

4. How do I get further help with this?

Further guidance can be found in the following:

Maternity Policy
 Maternity Policy Employee Guidance
 Guidance and HR08 Form

You can contact your HR Operations teams:

[HR Operations Team 1](#) – Adult Health & Social Care and Chief Executive Services

[HR Operations Team 2](#) - Enterprise & Communities

[HR Operations Team 3](#) - Education & Families Service