



Employee Guidance – Shared Parental Leave

1. Introduction

Shared Parental Leave allows working parents who share the main responsibility for the care of their child to manage working and childcare responsibilities. It 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.

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

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

2. What do I need to know

Entitlement

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.

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).

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

Eight weeks' notice is required of an intention to end maternity leave or pay and take a block of ShPL, with the minimum period of leave being one week.

To apply for ShPL, form HR08 should be completed and submitted to your line manager. Form HR08 should then 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 your manager, parents can each work up to 20 SPLIT days without bringing the shared parental leave to an end.

3. What do I need to do

You should ensure the completed HR08 form is submitted to your line manager, with at least 8 weeks notice given of the mother's intention to end her maternity leave and or pay.

A request to take SPLIT days should be submitted to your line manager in the first instance.

4. What does my manager need to do?

Both you and your manager should ensure the ESC is notified of your intention to take ShPL within the notice timescales required to ensure your leave and pay is calculated accurately.

If you are intending to take SPLIT days, your manager should notify the HR operations Team within the ESC of the dates as soon as reasonably practical.

5. 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 our ESC People Operations team at –

ESCPeopleOperations@northlan.gov.uk