

#### 1. Introduction

Shared parental leave (SP due on or after 5 April 2015 eligible parents to choose I or adoption by enabling mo and pay at a future date, an SPL and pay with their par in to SPL and pay at a late

Shar

Shared parental leave shou unaffected by shared parer

This policy applies to emploit mother/adopter or the partressure that they are liaising SPL.

The Company recognises t concerns relating to their sl encourage open discussior can be resolved as quickly employee wishes to take sl job title e.g. their line mana procedures.

## 2. Aims of the Policy

- 2.1 To provide more fl best to care for, ar adoption.
- 2.2 To ensure that the obligations to emp

### 3. Provision

- 3.1 SPL can only be u
  - 3.1.1 The mother/
  - 3.1.2 One of the f

3.1.2.1 The f 3.1.2.2 The s moth

3.1.3 Both parents at the time o

Policy

s available to parents with babies or after 5 April 2015. SPL allows heir child in the first year of birth g their maternity or adoption leave ng balance of leave and pay as early from maternity leave and opt

ordinary parental leave, which is

ny Name>>, whether they are the and the partner should each in respect of their requests for

nployees may have questions or ts. It is the Company's policy to re that questions and problems provisions are complex, if an or she should speak to <<insert ent>> to clarify the relevant

o have children in deciding how luring the first year of birth or

[and exceeds] its legal ed Parental Leave (SPL).

artner of the child's

sponsibility for the care of the child adoption.

- 3.2 In addition, employ criteria:
  - 3.2.1 The employe Company fo the child's e
  - 3.2.2 The employe each period
  - 3.2.3 The mother/ maternity or
  - 3.2.4 The mother/ relevant mat work before evidence rec
  - 3.2.5 The employe and have be of the 66 we and have av threshold for

# 4. Shared Parental Leave

- 4.1 Eligible employees first year in the far employee is entitle maternity or adopt the other parent ta is calculated using leave, which allow maternity/adoptior in to the SPL syste
- 4.2 Shared parental le only be taken in co employee can ask (in which case the the employee mee of discontinuous Company's agree
- 4.3 A **continuous lea** taken in a single u employee can sub periods of leave.
- 4.4 A notification may which means askin with breaks betwe where an employe eight weeks.
- 4.5 The Company will right to refuse it. I may withdraw it wi single continuous



must satisfy each of the following

nuously employed by the the end of the 15<sup>th</sup> week before ng date;

or the Company at the start of

be/have been entitled to statutory t of the child;

comply/have complied with the equirements (or have returned to rnity leave) and SPL notice and

e 'employment and earnings test' elf-employed earner in at least 26 ng the expected week of childbirth f at least the maternity allowance (s.

50 weeks' SPL during the child's ared parental leave to which an he mother/adopter brings her d and the amount of leave that d. The number of weeks available antitlement to maternity/adoption veeks' leave. If they reduce their hey and/or their partner may optng weeks as SPL.

cks of at least one week. SPL can egin on any day of the week. The eave in **one continuous block** accept the request, provided that e requirements), or as a **number** ch case the employee needs the

notification for a number of weeks e.g. four weeks in a row. An notifications for continuous

periods of **discontinuous leave**, ecks of leave over a period of time mployee will return to work e.g. L and works every other week for

s leave notification but has the pattern is refused, the employee notification or take the leave in a

- 4.6 The first two week and are reserved f
- 4.7 Commencement c
  - 4.7.1 The mother weeks of ma (see 4.6 abo
  - 4.7.2 The adopter leave;
  - 4.7.3 The father/p birth/placem paternity lea paternity lea
- 4.8 Where a mother/a entitlement, the m mother/adopter is
- 4.9 SPL will usually be leave booking noti
- 4.10 If the employee is paid for some, or a
- 4.11 SPL must come to the child. Any SPI placement for ado

## 5. Notice Requirements fo

- 5.1 An employee entit title e.g their line n entitlement and in least eight weeks
- 5.2 Part of the eligibilit with the correct no
  - 5.2.1 the name of
  - 5.2.2 the name of
  - 5.2.3 the start and maternity all of SPL avail
  - 5.2.4 the date on of birth. In the provided are been matched
  - 5.2.5 the amount of













ompulsory maternity leave period

as taken the legally required two following the birth of the child

g at least two weeks of adoption

PL immediately following the first choose to use up any he father/partner cannot take taken any SPL or ShPP).

tail their maternity/adoption an take leave while the adoption entitlements.

nosen start date specified in their variation notice

red Parental Pay (ShPP) may be "Shared Parental Pay" below).

e year after the birth/placement of thday or first anniversary of

ake, SPL must give <<insert job ager>> notification of their his notification must be given at period of SPL.

ployee to provide the Company nformation is required:

ity/adoption leave or pay (or of the child and the total amount

d to be born and the actual date ld, the dates which should be employee was notified of having date of placement for adoption;

their partner each intend to take;

	5.2.6	a non-bindin leave.
5.3	The	employee mu
	5.3.1	that they me take SPL (se
	5.3.2	that the infor
	5.3.3	if the employ are either the of the mothe
	5.3.4	that in the ev inform the C
5.4	The employee mu their partner confir	
	5.4.1	their name, a
	5.4.2	that they are the child or a mother/adop
	5.4.3	that they sat and had, alo at the date c
	5.4.4	that they cor take;
	5.4.5	that they cor contained in
	5.4.6	that they will satisfy the el
Req	uesting	g further evid
6.1	Within 14 days of may request:	
	6.1.1	the name an
	6.1.2	a copy of the documentary agency, the with the child child for ado
6.2		der to be entit n 14 days of t



employee expects to take the

with a signed declaration stating: ility conditions and are entitled to

ate;

pter, they must confirm that they spouse, civil partner or partner

e eligible, they will immediately

with a signed declaration from

Irance number;

e child or they are the father of er or partner of the

earnings test' (see 3.2.5 above), e main responsibility for the child ement for adoption;

PL that the employee intends to

cessing the information

partner should they cease to

cation being given, the Company

e partner's employer;

or, in the case of an adopted child, nd address of the adoption notified of having been matched he agency expects to place the

e must produce this information

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6.

### 7. Booking SPL

- 7.1 As well as notifying must also give not given at the same
- 7.2 The employee has periods they are ir

(a) a single period o(b) two or more weereturn to work betw

- 7.3 The employee mu weeks before the Statutory Shared F
- 7.4 When <<insert job receives the leave opportunity. In an day after the leave
- 7.5 All requests for dis the potential bener adverse impact to
- 7.6 Every request for basis. Agreeing to another employee
- 7.7 The employee will reasonably practic notification was m
- 7.8 If a discontinuous the request withou was given; or may continuous block, continuous block, original notificatior begin. The leave o original notificatior date then the leav notification.

### 8. Statutory Shared Paren

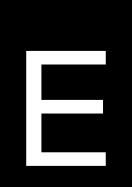
8.1 [Either: The Comp enhanced shared

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nent to SPL/ShPP, the employee ually, notice to take leave will be tlement to SPL.

notifications specifying leave ptification may contain either

e, where the employee intends to

e correct notification at least eight of start the leave and receive

er **OR** the HR Manager>> dealt with at the earliest be provided no later than the 14th

carefully considered, looking at to the Company against any

e considered on a case-by-case a precedent or create the right for attern of SPL.

the decision as soon as is e 14th day after the leave

hen the employee may withdraw the 15th day after the notification weeks in the notice in a single to take the leave in a single e 19th day from the date the en they want the leave period to eight weeks from the date the nployee does not choose a start ave date requested in the original

ith [e.g. one year's] service] any pays employees [with the required one year' shared parental le

NOTE: Employer s employees on mat leave, there is a ris who take shared p

OR

Statutory shared p between them while shared parental pay statutory maternity her maternity leave

A total of 39 weeks to the mother. As th this means that a m opportunity could sl partner (although it leave that mothers

Any statutory share paid at a rate set by employee's average Government's set w

It is up to the paren how it is apportione

- 8.2 In addition to mee seeking to claim S
  - 8.2.1 the mother/a maternity/ad their materni
  - 8.2.2 the employe ShPP is pay
  - 8.2.3 the employe eight weeks child's expect earnings lim
  - 8.2.4 the employe week of ShF
  - 8.2.5 the employe set out in 8.3
- 8.3 Where an employe weeks before rece manager OR the H to ShPP.

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nal pay/ half pay] during any

.]

they pay enhanced pay to employees on shared parental claims from male employees

or eligible parents to share e. The number of weeks' statutory will depend on how much be the mother has been paid when

br maternity allowance is available ernity leave period of two weeks, ernity leave at the earliest utory shared parental pay with her n this because of the maternity rth).

g shared parental leave will be relevant tax year, or at 90% of the figure is lower than the

tatutory shared parental pay and

nents for SPL, an employee each of the following criteria:

en entitled to statutory llowance and must have reduced maternity allowance period;

the child during the week in which

weekly earnings for the period of ng the 15th week before the ate are not less than the lower urance contributions;

ous employment until the first

ation in accordance with the rules

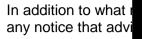
hPP they must, at least eight state job title e.g. their line tice advising of their entitlement











- 8.3.1 the start and allowance;
- 8.3.2 the total amount of the second second
- 8.3.3 a signed dee they have gi ShPP and th cease to be

It must be accompa confirming:

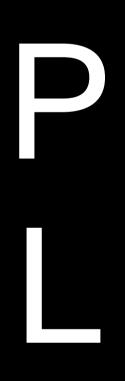
- 8.3.4 their agreem to process a
- 8.3.5 (in the case reduced thei
- 8.3.6 (in the case immediately eligibility cor

### 9. Terms and conditions d

During SPL, all terms and conditio except for salary. In particular, cor

### 10. Contact during SPL (Sh

- 10.1 The Company res employees during attend training, for SPL to an end or i are known as 'Sha carried out on a da purposes.
- 10.2 The Company has and is under no ok employee's SPL. / the Company and



otice of entitlement to take SPL, ShPP must include:

hity/adoption pay or maternity

he amount of ShPP the employee , and a non-binding indication of ShPP;

ee confirming that the information neet, or will meet, the criteria for nform the Company should they

tion from the employee's partner

ning ShPP and for the Company employee;

e mother/ adopter) that they have or maternity allowance;

e mother/ adopter) that they will Id they cease to satisfy the

#### Leave

tract of employment will continue, itlement will continue to accrue.

## Touch days)

h reasonable contact with agree to work for the Company, or L without bringing their period of claim ShPP for that week. These puch' or "SPLIT" days. Any work onstitute a day's work for these

nployee to carry out any work, oyee any work, during the matter for agreement between

# 11. Returning to work after

- 11.1 The employee will date of any period working day after t
- 11.2 The employee has returning to work f added to any othe or statutory patern child, is 26 weeks
- 11.3 If the employee is period of leave tak period of shared p in respect of the s periods of statutor more than four we employee has the practicable. In the Company to allow return to another j



iting by the Company of the end expected to return on the next ify the Company to the contrary.

king in the same job when e if the period of leave, when al leave, statutory maternity leave ployee in respect of the same

ared parental leave and the s, when added to any other naternity or paternity leave taken t of two or more consecutive eriod of ordinary parental leave of onal maternity leave, the e job unless this is not reasonably not reasonably practicable for the the employee has the right to propriate for him or her.