

Shared Parental Leave & Pay Guidance

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CONTENTS

[Purpose](#)

[Eligibility](#)

[Shared Parental Leave Entitlement](#)

[Notification Procedures](#)

[Continuous Leave Notifications](#)

[Discontinuous Leave Notifications](#)

[Responding to a Shared Parental Leave Notification](#)

[Variations to arranged Shared Parental Leave](#)

[Curtailing Maternity/Adoption Leave](#)

[Curtailing Statutory Maternity/Adoption Pay](#)

[Terms & Conditions during SPL](#)

[Shared Parental Leave in Touch Days](#)

[Returning to Work after Shared Parental Leave](#)

[Redundancy during Shared Parental Leave](#)

[Statutory Shared Parental Pay \(ShPP\)](#)

[Fraudulent claims](#)

APPENDICES

[Appendix 1: SPL Process Flowchart](#)

[Appendix 2: Employee Notification of Shared Parental Leave and Pay Form \(non-binding\)](#)

[Appendix 3: Maternity Leave curtailment notice \(Binding\)](#)

[Appendix 4: Confirmation of Shared Parental Leave/ Pay Form \(binding notice\)](#)

Purpose

Shared Parental Leave (SPL) enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed. It also applies to surrogacy where there is a parental order. The regulations came into force on 1 December 2014.

It is designed to give parents flexibility in how to share the care of their child in the first year following birth or adoption. Parents are able to share a pot of leave and can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child. This could mean that the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date.

Eligibility

SPL can only be used by 2 people:

- The mother/adopter; and
- One of the following:
 - the father of the child (in the case of birth); or
 - the spouse, civil partner or partner of the child's mother/adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

To qualify, the mother or adopter must be entitled to, and have given notice to curtail their, maternity or adoption entitlements and must share the main responsibility for caring for the child with the child's father or their partner. For a parent to be eligible to take SPL they must be an employee at the start of each period of SPL and they must pass the continuity of employment test. In turn, the other partner must meet the employment and earnings test.

- **Continuity of employment test:** the person must have worked for the same employer for at least 26 weeks at the end of the 15th week before the week in which the child is due (or at the week in which an adopter was notified of having been matched with a child or adoption) and is still employed in the first week that Shared Parental Leave is to be taken.
- **Employment and earnings test:** the person must have worked for at least 26 weeks in the 66 weeks leading up to the due date and have earned above the maternity allowance threshold of £30 week in 13 of the 66 weeks.

Shared Parental Leave Entitlement (See [Appendix 1](#) for process flowchart)

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required 2 weeks of maternity leave immediately following the birth of the child.
- The adopter can take SPL after taking at least 2 weeks of adoption leave.
- The father/partner/spouse can take SPL immediately following the birth/placement of the child but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or Shared Parental Pay (ShPP)).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement, then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL must end no later than 1 year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

SPL must be taken in complete weeks with a minimum of 1 week but may begin on any day of the week (e.g. if a week of SPL began on a Tuesday it would finish on a Monday). It can be taken in 1 continuous period, which cannot be refused or in a number of discontinuous blocks, which may be refused.

Notification Procedures

Where an employee intends to take SPL, they must provide the employer with a number of notices as detailed within the Employee Notification of Shared Parental Leave & Pay form which is non-binding (See [Appendix 2](#)). This should be signed by the Headteacher/Line Manager prior to submitting to the school's payroll provider who will confirm the employee is entitled to SPL and/or pay.

In order for this to be confirmed and contractually binding, the employee must complete a Maternity Leave Curtailment Notice (see [Appendix 3](#)), together with a Confirmation of Parental Leave/Pay form (see [Appendix 4](#)). These should be signed by the Headteacher/Line Manager prior to submitting to the school's payroll provider.

Any notice to book SPL must be given at least 8 weeks before the leave is due to start. SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice.

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 period of leave (for example, 6 weeks in a row).

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least 8 weeks' notice.

An employee may submit up to 3 separate notifications for continuous periods of leave. As an employee is entitled to take a continuous period of leave and may give the employer up to 3 periods of leave notices, it is possible for an employee to take 3

discontinuous blocks of leave without having to have the agreement of the employer, provided the necessary notices have been given at the right time.

Discontinuous Leave Notifications

A single notification may also contain a request for 2 or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where an employee will take 6 weeks of SPL and work every other week for a period of 3 months).

Where there is concern over accommodating the notification, the employer or the employee may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the employer.

The organisation will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee can either withdraw it within 15 days of giving it or can take the leave in a single continuous block.

An employee working in a school can take periods of SPL during term time and “return to work” during periods of school closure providing they have given the employer the correct notice and meets the eligibility requirements.

Responding to a Shared Parental Leave Notification

Once the employer receives the Leave Curtailment Notice and Confirmation of Shared Parental Leave/Pay form, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.

All notices for continuous leave will be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the employer against any adverse impact to the business.

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 SPL.

An employee considering/taking SPL is encouraged to contact the school to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the school to support the employee.

The school may, upon receiving a notification of entitlement to take SPL, seek to arrange an informal discussion with the employee to talk about their intentions and how they currently expect to use their SPL entitlement.

Upon receiving a leave booking notice, the Headteacher/Line Manager will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can, without further discussion, be approved in the terms stated in the employee's notice booking leave, a meeting may not be necessary.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or trade union representative.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is away from work. Where it is a request for discontinuous leave, the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the school, and what the outcome may be if no agreement is reached.

The employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the employer may propose a modified version of the request.

If a discontinuous leave pattern is refused, the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than 8 weeks from the date the original notification was submitted. If the employee does not choose a start date, then the leave will begin on the first leave date requested in the original notification.

Variations to arranged Shared Parental Leave

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the employer in writing at least 8 weeks before the date of any variation. Any new start date cannot be sooner than 8 weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/vary leave by 1. However, a change as a result of a child being born early, or as a result of the organisation requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the organisation.

Curtailling Maternity/Adoption Leave

The entitlement to SPL is created by the mother/adopter ending their maternity/adoption leave before they have taken their full entitlement, the remaining period then becomes SPL. They can do this in 2 ways:

- They can give notice to return to work early providing the appropriate notice period (21 days for maternity, 8 weeks for adoption).
- Give the employer a leave curtailment notice which will bring forward the date that either their OML/AML/OAL/AAL will end at a future point.

The leave curtailment notice must be in writing and must state the date on which either OML/AML/OAL/AAL period is to end. It should be provided at the same time

they give their notice of entitlement and intention to take leave or a declaration of consent and entitlement.

An employee may provide their employer with a revocation notice (which must be provided before the leave curtailment date) in the following circumstances:

1. It is discovered, in the 8 weeks following the notice, that neither the mother/adopter nor the partner are entitled to SPL or ShPP.
2. The mother gave her leave of curtailment notice before the birth of the child (the mother has 6 weeks from the date of the child's birth to change her mind and revoke the ending of her maternity leave).
3. The death of the partner (date of death must be provided).

It is not possible for the mother to give another leave curtailment notice after giving a revocation notice unless (2) above applies. In the case of adoption, it is not possible for the adopter to give another curtailment notice after giving a revocation notice.

Curtailing Statutory Maternity/Adoption Pay

Where the employee is entitled to statutory maternity pay, maternity allowance or adoption pay, they must also provide a notice to curtail their entitlement to pay to allow the unused amount to become statutory shared parental pay (8 weeks' notice must be provided).

A pay curtailment notice is also required where an employee has already ended their maternity/adoption leave by returning to work. This is due to the fact that the maternity/adoption pay period continues to run throughout the 39 weeks period (though this lies dormant when the employee is at work).

Terms & Conditions during SPL

During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for remuneration. For support staff employed all year round, contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the employer's contributions will be based on the salary that the employee would have received had they not been taking SPL.

For support staff paid all year round, annual leave entitlement including bank holidays will accrue throughout SPL. If an employee does not return to work, they will be paid in lieu for any leave accrued but not taken, subject to the carry over policy.

Where an employee's SPL runs across the end of a leave year, leave can only be carried across to the new leave year in exceptional circumstances and at the discretion of the Headteacher. It is useful for the Headteacher/Manager and the employee to discuss and agree in writing prior to SPL starting, how leave can be best taken. (The Headteacher might allow leave to be carried forward into the New Year as long as the employee returns within a certain period after the beginning of the new leave year e.g. a month).

For Employees on “Term-time only Contracts”

Support staff paid on a term-time contract are in receipt of an extra payment, incorporated into their salary, which is paid in lieu of holiday entitlement. Consequently, instead of accruing holiday during SPL (where entitled) this element of salary will be paid on a pro-rata basis according to the period of SPL taken.

For Teaching Staff

A Teacher who takes SPL must be able to take their statutory entitlement to annual leave (28 days, pro rata for part-time workers) outside of the SPL period.

A teacher should be advised, prior to commencing SPL, that she has a statutory entitlement to 28 days annual leave and that it should be taken either before or after the SPL periods during school closure periods. On her return from SPL, a teacher must be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate her leave in that leave year.

Where the return from SPL is so close to the end of the leave year there is not enough time to take all her annual leave entitlement, a teacher must be allowed to carry over any balance of her leave to the following leave year. A teacher will be required to take this during the remaining periods of school closure after the 28 days' annual leave for the leave year has been accommodated.

Shared Parental Leave in Touch Days

An employee can agree to work for the employer (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim Shared Parental Pay for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The employer has no right to require the employee to carry out any work and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the employer and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving Shared Parental Pay, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

An employee, with the agreement of the employer, may use SPLIT days to work part of a week during SPL. The employer and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

SPLIT days are in addition to the 10 KIT days that are available to the mother during maternity leave.

Returning to Work after Shared Parental Leave

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the employer at least 8 weeks' notice of their date of early return. This will count as 1 of the employee's

notifications. If they have already used their 3 notifications to book and/or vary leave, the employer does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/ paternity/ adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

Redundancy during Shared Parental Leave

The same protection that currently exists for people taking other forms of family leave in the event of redundancy will apply to employees taking SPL. An employee is protected from suffering a detriment due to the fact:

- they took, sought to take, or made use of the benefits of SPL;
- the employer believed the employee was likely to take SPL;
- the employee undertook, considered undertaking or refused to undertake work as allowed for by the provision of SPLIT days.

An employee who is dismissed or selected for redundancy for any of these reasons will be regarded as having been unfairly dismissed.

Statutory Shared Parental Pay (ShPP)

Somerset Council has taken the decision to only pay Statutory Shared Parental Pay. Academies may choose to enhance Shared Parental Pay and are advised to contact their HR Adviser should they be considering this option.

Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/ adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- The mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period.
- The employee must intend to care for the child during the week in which ShPP is payable.
- The employee must have an average weekly earning for the period of 8 weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions.
- The employee must remain in continuous employment until the first week of ShPP has begun.
- The employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least 8 weeks before receiving any ShPP, give their employer written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the employer should they cease to be eligible.

It must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming ShPP and for the employer to process any ShPP payments to the employee;
- (in the case whether the partner is the mother/adopter) that they have reduced their maternity/adoption pay or maternity allowance;
- (in the case whether the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year. The link below will take you to the Gov.uk online calculator tool.

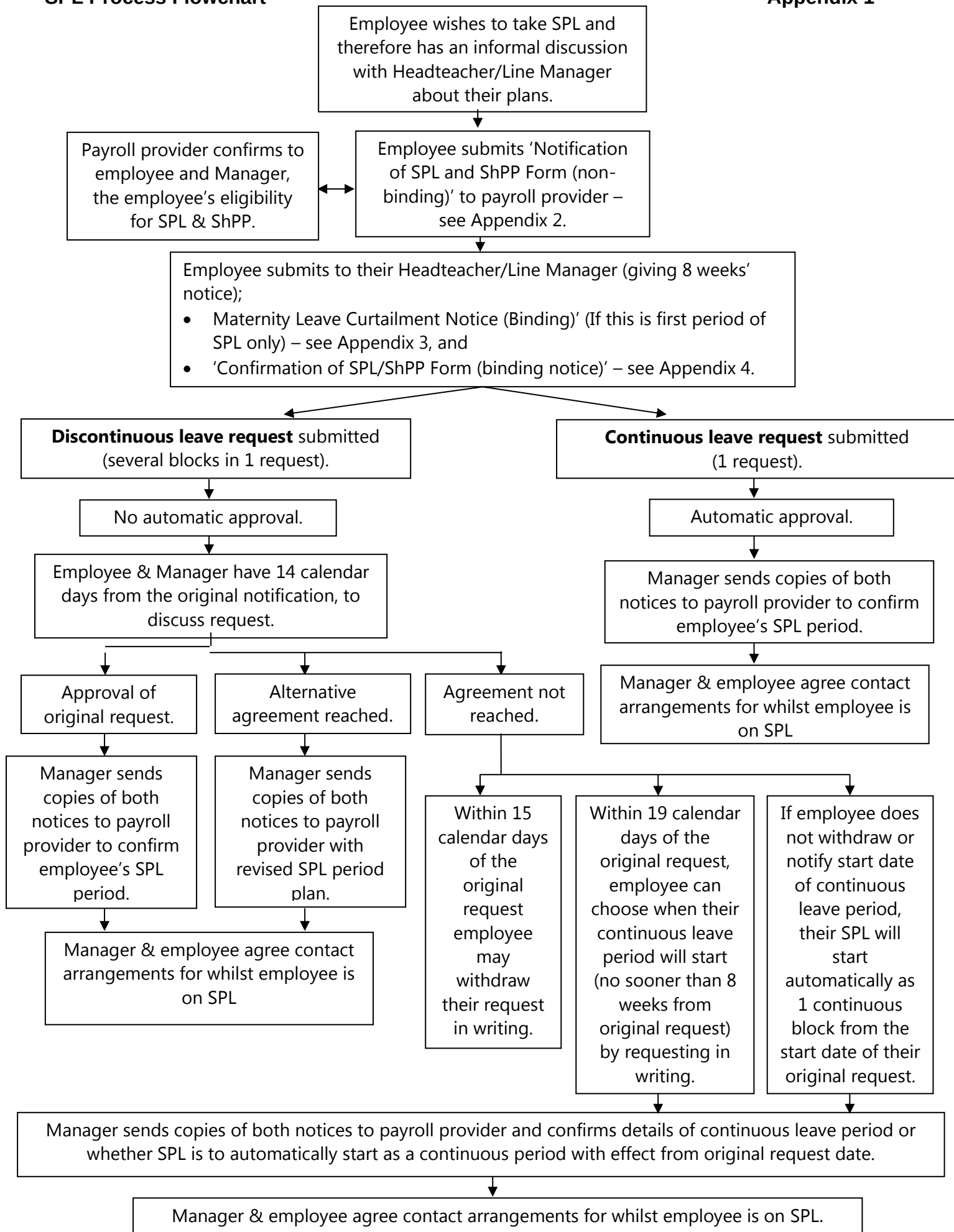
<https://www.gov.uk/pay-leave-for-parents>

Fraudulent Claims

The employer can, where there is a suspicion that fraudulent information may have been provided or where the employer has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the employer's investigation and disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

SPL Process Flowchart

Appendix 1



Employee Notification of Shared Parental Leave and Pay Form (non-binding)

Use this form to opt into the SPL and pay scheme following the birth of a child. Please refer to our SPL Policy for more information.

If you are the child's mother, you must also submit a signed curtailment notice to bring your maternity leave entitlement to an end.

You are advised to discuss this form, in particular the dates in sections B and C, with your Headteacher/Manager before completing it.

Section A: Basic Information		
Guidance notes. SPL may be shared between a child's mother and either the child's father or the person who, at the date of the child's birth, is her partner. Both parties must expect to share the main responsibility for the child's upbringing. "Partner" means the mother's spouse, civil partner, or other person living with her in an enduring family relationship, but who is not her sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.		
A1	Employee's name	
A2	I am the child's mother*/child's father*/ mother's partner* (*delete as appropriate)	
A3	Child's expected week of birth	
A4	Child's actual date of birth (if known)	
A5	Child's place of birth (if known)	
A6	Child's name (if known)	
Section B: Maternity Leave, Adoption Leave, Statutory Maternity Pay or Maternity Allowance		
Guidance notes. If you are the mother, please give your maternity/adoption leave (ML/AL) dates below. If you are still on ML/AL, you must also submit a maternity/adoption leave curtailment notice to bring your ML/AL to an end. If you are the child's father or the mother's partner, please give the mother's ML/AL dates. If she is not entitled to statutory ML/AL (for example, because she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity/adoption pay (SMP/SAP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML/AL or SMP/SAP period or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.		
B1	ML / AL/ SMP / SAP / MA start date	
B2	ML / AL / SMP / SAP / MA end date	
B3	Total ML / AL / SMP / SAP / MA (weeks)	
Section C: Shared Parental Leave		

Guidance notes. The total SPL (SPL) available is 52 weeks minus the mother's ML, AL or MA period (see B3). The first period of SPL cannot start until at least 2 weeks after the child is born and at least 8 weeks after you submit this opt-in notice.		
C1	Total SPL available (whole weeks).	
C2	Number of whole weeks' SPL intended to be taken by you.	
C3	Number of whole weeks' SPL intended to be taken by the person you will share SPL with.	
C4	Indication of dates you would like to take SPL.	
C5	The dates in C4 will be treated as non-binding until a confirmation of leave notice is given.	
Section D: Statutory Shared Parental Pay		
Guidance notes. The total statutory ShPP (SSPP) available is 39 weeks minus the mother's SMP/SAP or MA period (see B3).		
D1	Total SSPP available (whole weeks).	
D2	Number of whole weeks' SSPP intended to be taken by child's mother.	
D3	Number of whole weeks' SSPP intended to be taken by child's father/mother's partner.	
D4	Indication of dates you would like to take SSPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take SSPP is given.	
Section E: Employee's Declaration		
Guidance notes. "Child" means the child referred to in Section A. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.		
I am the child's mother and I am entitled to statutory ML/AL. I have submitted a curtailment of maternity/adoption leave notice (or will submit it before the person I am sharing SPL with takes SPL and at least 8 weeks before the first date on which I intend to take SPL).* or I am the child's father or the child's mother's partner.* (*delete one as applicable.)		
I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.		

My normal weekly earnings in the 8 weeks period ending with the 15th week before the EWC were not less than the lower earnings limit ([£112 for 2016-17]). *(delete if not applicable)*

I expect to share the main responsibility for the care of the child with the person who has completed Section F.

I intend to care for the child during each week that I am on SPL and receiving SPP.

I will immediately inform the school's payroll provider if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to SPL or ShPP.

The information I have given in this notice is accurate.

Signed

Date

Section F: Declaration by Person Taking Shared Parental Leave with Employee

Guidance notes.

"The employee" and "the child" are the employee and child referred to in Section A.

If the employee is the child's mother, you must be the child's father or the mother's partner.

If the employee is not the child's mother, you must be the child's mother.

"Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

Name	
Address	
National Insurance Number	
You employer's name and address (if employed) or your business address if self-employed.	

I am the mother of the child and I am (or was) entitled to ML/AL, SMP/SAP or MA. I have curtailed my ML / AL / SMP / SAP or MA, or will have done so by the time your employee starts parental leave.*

or

I am the child's father.*

or

I am the partner of the child's mother.*

*(*delete as applicable)*

I expect to share the main responsibility for the care of the child with your employee.

I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the EWC.

My average weekly earnings are at least £30, taking the 13 highest-earning weeks in the 66 weeks immediately before the EWC.

I consent to your employee taking SPL and claiming ShPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.

I consent to the School's Payroll Provider contacting my employer, if necessary, to confirm my eligibility for SPL.

I consent to the information in this declaration being used for the purposes of administering SPL and pay.

Signed:	
Date:	

Signed Headteacher/Manager:	
Date:	

Maternity/Adoption Leave curtailment notice (Binding)

Name of employee:	
Job title:	
Employee number:	
I wish to bring my maternity/adoption leave to an end to be able to take, or for my partner to take SPL. I have also completed an Employee Notification of Shared Parental Leave and Pay, and Confirmation of Shared Parental Leave/ Pay Form (binding notice), and confirm that my partner has provided a notice of entitlement and intention to take SPL to his/her employer and that I consent to the amount of leave that he/she intends to take.	
I wish to end my maternity/adoption leave on:	
I wish my statutory maternity/adoption pay period (if applicable) to end on:	
Signed:	
Dated:	
Notes: You should complete and submit this form alongside the Confirmation of SPL/Pay Form (binding notice) or the declaration that your partner has provided a notice of entitlement and intention to take SPL to his/her employer and that you consent to the amount of leave that he/she intends to take. Please think very carefully before you submit this form, as this forms a contractual arrangement and cannot be withdrawn once the form is submitted. You can withdraw your maternity/adoption leave curtailment notice only in limited circumstances: • within 8 weeks of the mother submitting notice to end their maternity/adoption leave, both parts are not eligible for SPL or ShPP. • When notice was given before the birth, it may be withdrawn, within a reason, up to 6 weeks following the birth. • The mother's partner dies. The date on which you end your maternity/adoption leave must be at least: • 8 weeks after the date on which you provide this notice to SW One; • 2 weeks after you give birth; and • 1 week before what would have been the end of your additional maternity leave.	

Signed Headteacher/Manager:	
Date:	

Confirmation of Shared Parental Leave/Pay Form (binding notice)

Name of employee:	
Job title:	
Employee number:	
I wish to take the following period(s) of SPL (SPL). Please complete either section A or 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 SPL.	
I intend to take SPL 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 SPL to start either on a specified number of days after the day on which your child is born. (Check your entitlement under the Paternity, Maternity Support and Parental Leave Policy)	
I wish my SPL to start the following number of days after the date on which my child is born:	
I wish my SPL to end the following number of days after the date on which my child is born:	
Signed:	
Dated:	
Notes: You can request to take SPL in 1 continuous block, which your employer must accept providing you meet the eligibility and notice requirement, or as a number of discontinuous blocks of leave (in which case you need your employer's agreement). Only 3 requests for SPL can be made per pregnancy for each parent. The start date of the first period of SPL that you wish to take must be at least 8 weeks after you have provided this notice. SPL must be taken in blocks of at least 1 week. This notice is to confirm to your employer the SPL that you intend to take. You must have already submitted an Employee Notification of Shared Parental Leave and Pay form before using this form (as this confirms that you are eligible for SPL). The school recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your SPL before submitting this form, as opportunities to amend requests for SPL are limited. Apart from exceptional circumstances, you are only able to make 3 requests for SPL, which includes a notice to change your mind about SPL dates. You and your partner must take any SPL within 52 weeks of the birth of your child.	
Signed Headteacher/Manager:	
Date:	