

Shared
Parental
Leave
Policy

1 September

2016

Produced by the Personnel: Schools Team V2.0

www.sefton.gov.uk

School: Thomas Gray Primary

Signed by the Chair of
Governors:

A. P. Taylor

Signed by the Headteacher:

R. P. [Signature]

Date:

10-07-18

Review July 20.

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1. Introduction

Shared Parental Leave is a new legal entitlement for eligible parents of babies due, or children placed for adoption, on or after 5th April 2015. Shared Parental Leave replaces the current entitlement to Additional Parental Leave however does not change entitlements to maternity/adoption leave/pay or maternity allowance.

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP).

2. Eligibility

SPL can only be used by two people:

- The mother/adopter **and**
- One of the following:
 - o the father of the child (in the case of birth) *or*
 - o 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.

Additionally an employee seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be eligible to take statutory maternity/adoption leave or be entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks;
- the employee must correctly notify the organisation of their entitlement and provide evidence as required.

It is an employee's responsibility to check that they are eligible for SPL and ShPP. A calculator for employees is available on the .gov website. Please visit this website and enter your information to check your eligibility.

3. Entitlement

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.

In the case of maternity leave the first two weeks are compulsory so cannot be taken as SPL.

If the employee curtails/give notice to curtail their maternity/adoption leave entitlement then the employee and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

The leave can be split in a "continuous way". This would mean that one partner would take a period of leave, and then the other partner would take the remainder of the leave. Alternatively, the leave can be "discontinuous". This would mean that one partner takes some leave, then the other, and then the first partner more leave etc. It could also mean that the two partners take leave at the same time.

The leave taken by the two partners when added together must not total more than 52 weeks. Leave must be taken in minimum units of one week.

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.

If the mother is not entitled to maternity leave but is entitled to Maternity Allowance (MA), they can reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of MA taken by the mother. The mother will not be entitled to SPL. Further information on entitlements can be found at www.gov.uk/pay-leave-for-parents.

4. Statutory Shared Parental Pay (ShPP)

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.

To be eligible for ShPP the employee must pass the continuity test and have earned an average of the lower earnings limit or more for the eight weeks prior to the 15th week before the child's expected due date/matching date.

The employee must sign/have signed the declaration on the SPL Pay & Opt-In Form (Annex 1) to be eligible to receive ShPP.

Please note that a mother/adopter who takes the decision to curtail their maternity/adoption leave to take SPL will no longer be entitled to Occupational Maternity/Adoption Pay, if still applicable, and will receive ShPP.

5. Notifying the School of an entitlement to Shared Parental Leave

An employee intending to take SPL must give their Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL.

As part of the eligibility criteria the employee is required to provide the School with the correct notification and a declaration of eligibility. Notification must be in writing on the SPL Pay & Opt-In Form (Annex 1).

The employee must also provide the School with a signed declaration from their partner specifying information regarding their employer and intentions. The SPL Partner Declaration can be found at Annex 1, Section F.

The School may request further evidence within 14 days of the SPL entitlement notification being given. For example copies of the birth certificate or the name and address of the other parent's employer. Please contact The Schools Personnel Team for further information.

6. Booking Shared Parental Leave

In addition to notifying the School of their entitlement to SPL/ShPP, an employee must also give written notice at least eight weeks before the date on which they wish to start the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL. Notice to take periods of SPL, which haven't been specified on the initial SPL Pay & Opt-In Form, must be submitted on the SPL Notification Form (Annex 2).

The employee has the right to submit **three notifications** specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave. Each notification must provide at least 8 weeks notice of the intending date of the period of SPL.

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a

Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.

6.1 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, six 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 eight weeks' notice.

An employee may submit up to three separate notifications for continuous periods of leave. Each notification must provide at least 8 weeks notice of the intending date of the period of SPL.

6.2 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 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 six weeks of SPL in three week blocks over a nine week period, i.e. returning to work for the middle three weeks).

7. Responding to a Shared Parental Leave Notification

Once the Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) receives the leave booking notice, 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/notification was made. Receipt of 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 any adverse affect on the school. The Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) will consider a discontinuous leave notification but has the right to refuse it.

Where there is concern over accommodating the notification, the Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) will arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the School. A member of the Schools Personnel Team will attend the meeting if required and the employee has the right to be accompanied by a Trade Union/Teacher Association representative or a work colleague.

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.

If a discontinuous leave pattern is refused then 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 eight 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.

8. Variations to arranged Shared Parental Leave

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they notify their Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight 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 one. Any variation will be confirmed in writing by the School. Variations should be submitted on the SPL Notification Form (Annex 2).

9. Terms and Conditions

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 salary. Annual leave will be accrued and the employee must plan to take annual leave before SPL to avoid carry over of leave from one year to the next.

9.1 Pension Schemes

9.1:1 Merseyside Pension Fund

Pension benefits will not be built up for any period of unpaid SPL that the employee takes. However there is the option to choose to cover the period of pension "lost" by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract. The lost amount will be calculated as 1/49th of the assumed pensionable pay (APP) for the period of the unpaid leave if the member was in the main section during the period or 1/98th of APP for the period if they were in the 50/50 section of the Scheme based on the last period of pensionable pay received before going on to nil pay. This is normally ShPP.

Where an SCAPC contract is taken out to cover the pension "lost" during the period of unpaid additional paternity leave the cost is shared 1/3rd to the employee and 2/3rds to the employer, provided that you make an election within 30 days of returning to work. If an election is made after the 30 day period the whole cost will fall to the employee.

If an employee has an AVC contract for additional life assurance it is important that deductions are continued to ensure that cover does not lapse. Merseyside Pension Fund can be contacted on 0151 2421390 for advice.

9.1:2 Teachers Pensions.

Please contact the Teachers Pensions for details at www.teacherspensions.co.uk or on 0845 6066166

10. Contact during Shared Parental Leave

Before an employee's SPL begins, the Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) will discuss the arrangements for them to keep in touch during their leave. The School reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL.

11. Shared Parental Leave in Touch Days (SPLIT days)

An employee can agree to work for the School (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 ShPP 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 School 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 School and the employee.

SPLIT days will be paid at an employee's normal rate of pay for the hours worked on those days. If an employee is in receipt of ShPP, the SPLIT days will be offset against this if total pay exceeds the employee's normal rate of pay for the hours/days worked. Pension contributions will be paid equivalent to a full calendar day based on the employee's contract hours and allowances regardless of the number of hours worked. School will also pay contributions based on a full calendar day.

Any SPLIT days worked do not extend the period of SPL.

12. Return to Work

The employee will have been formally advised in writing of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify their Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) otherwise. If they are unable to attend work due to sickness or injury, the School's normal arrangements for sickness absence will

apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

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 organisation at least eight weeks notice of their date of early return on the SPL Notification Form. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the School does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

13. Fraudulent Claims

The School will, where there is a suspicion that fraudulent information may have been provided or where the School has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the disciplinary procedures. Intentional falsification of information to obtain SPL or ShPP will be deemed as gross misconduct.

Annex 1

SHARED PARENTAL LEAVE (SPL) PAY & OPT- IN FORM

Any terminology relating to birth mother or father shall apply equally to adoptive parents. Terminology relating to maternity applies equally to adoption.

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

If you need any help with this form, in particular in working out your shared parental leave entitlement in section C, please speak to a member of the Schools Personnel Team. It may also be useful to discuss your proposed pattern of leave with your Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher) before completing the form.

Section A: Basic information		
<p>Guidance notes. Shared parental leave 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.</p> <p>"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.</p>		
A1	Employee's name	
A2	Employee Number	
A3	Employee Telephone number	
A4	School	
A5	Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher)	
A6	I am the child's mother*/child's father*/mother's partner* (*delete as appropriate)	
A7	Spouse/Partner's Name	
A8	Spouse/Partner's Employer	

	including address.	
A9	Child's expected week of birth/Adoption	
A10	Child's actual date of birth (if known) or Date of placement	
A11	Child's place of birth (if known)	
A12	Child's name (if known)	

Section B: Maternity leave, statutory maternity pay or maternity allowance		
<p>Guidance notes. If you are the mother, please give your maternity leave (ML) and statutory maternity pay (SMP) dates below. If you are still on ML you must also submit a maternity leave curtailment notice to bring your ML to an end.</p> <p>If you are the child's father or the mother's partner, please give the mother's ML dates. If she is not entitled to statutory ML (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 pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML and/or SMP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.</p> <p>Maternity pay can only be curtailed after a whole number of weeks. For example, if the maternity pay period started on a Wednesday, it can only be curtailed on a Tuesday.</p> <p>These figures are needed in order to calculate your entitlement to shared parental leave and pay.</p>		
B1	I am taking or will take maternity/leave*	<input type="checkbox"/>
	My partner is taking or will take maternity leave*	<input type="checkbox"/>
	My partner is not entitled to statutory maternity leave but is receiving or will receive statutory maternity pay or maternity allowance*	<input type="checkbox"/>
(*tick one only)		

B2	Maternity leave start date	
B3	Maternity leave end date	
B4	Total maternity leave (weeks)	
B5	Statutory maternity pay or maternity allowance start date	
B6	Statutory maternity pay or maternity allowance end date	
B7	Total period of statutory maternity pay or maternity allowance (weeks)	

Section C: Shared parental leave	
In order to be eligible for Shared Parental Leave you must confirm the following:	
That you meet or will meet, the eligibility conditions as stated in the School's Shared Parental Leave Policy	<input type="checkbox"/>
That the information you provide is accurate	<input type="checkbox"/>
If you are not the mother/adopter you are either the father of the child or the spouse, civil partner or partner of the mother/adopter	<input type="checkbox"/>
That you intend to care for the child during any weeks in which ShPP is payable	<input type="checkbox"/>
That should you cease to be eligible you will immediately inform your Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher)	<input type="checkbox"/>
<p>Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the mother's ML period. If she is not entitled to ML, it is 52 weeks minus the SMP or MA period (see section B). SPL must be taken in whole numbers of weeks.</p> <p>You first period of shared parental leave cannot start until at least eight weeks after you submit this opt-in notice and a period of leave notice.</p> <p>Your request for shared parental leave can be for a continuous period or for a period of discontinuous leave for two or more weeks with a return to work in-between periods of leave.</p> <p>You can submit 3 notifications to take periods of leave, the eight weeks notice</p>	

applies in all cases.
Please consider the dates of School Closure Periods before submitting this form.

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 shared parental leave.	
C5	<p>The dates in C4 will be treated as a non-binding until you give a period of leave notice.</p> <p>If you want to treat this notice as a period of leave notice to take SPL on the dates given in C4 tick here.</p>	<input type="checkbox"/>

Section D: Statutory shared parental pay

Guidance notes. The total statutory shared parental pay (ShPP) available is 39 weeks minus the number of weeks SMP or MA paid (or to be paid) to the mother (see section B).

D1	Total ShPP available (whole weeks).	
D2	Number of whole weeks' ShPP intended to be taken by child's mother.	
D3	Number of whole weeks' ShPP intended to be taken by child's father/mother's partner.	
D4	Indication of dates you would like to claim ShPP.	

D5	<p>The dates in D4 will be treated as a non-binding until a notice to take ShPP is given.</p> <p>If you want to treat this notice as a notice to claim ShPP on the dates given in D4 tick here.</p>	<input type="checkbox"/>
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Section E: Employee's declaration	
<p>Guidance notes. "Child" means the child referred to in Section A.</p> <p>"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.</p>	
<p>I am the child's mother and I am entitled to statutory ML. I have submitted a curtailment of maternity leave notice (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).*</p> <p>or</p> <p>I am the child's father or the child's mother's partner. <i>(delete one as applicable.)</i></p> <p>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.</p> <p>My normal weekly earnings in the eight-week period ending with the 15th week before the EWC were not less than the lower earnings limit (£111 for 2014-15). <i>(delete if not applicable)</i></p> <p>I expect to share the main responsibility for the care of the child with the person who has completed the declaration in Section F.</p> <p>I intend to care for the child during each week that I am on shared parental leave and *receiving ShPP. <i>(*delete if not applicable)</i></p> <p>I will immediately inform School if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or ShPP.</p> <p>I confirm that the information I have given in this notice is accurate.</p> <p>Signed: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>	

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	
Your 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, SMP or MA. I have curtailed my ML, SMP 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 the 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 the employee taking shared parental leave 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 give consent to the School and/or Sefton Council for the information in this declaration being used for the purposes of administering shared parental leave and pay. I confirm that the information I have given is accurate. Signed:
Print Name:
Date:

Form to be forwarded to Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher).

Please forward a completed copy to the Payroll Unit: PO Box 158, Bootle, L20 3WA.

Annex 2

SPL NOTIFICATION FORM

Guidance Notes.

This form can only be used to provide notice to take periods of SPL which were not specified on the **SPL Pay & Opt-in Form**.

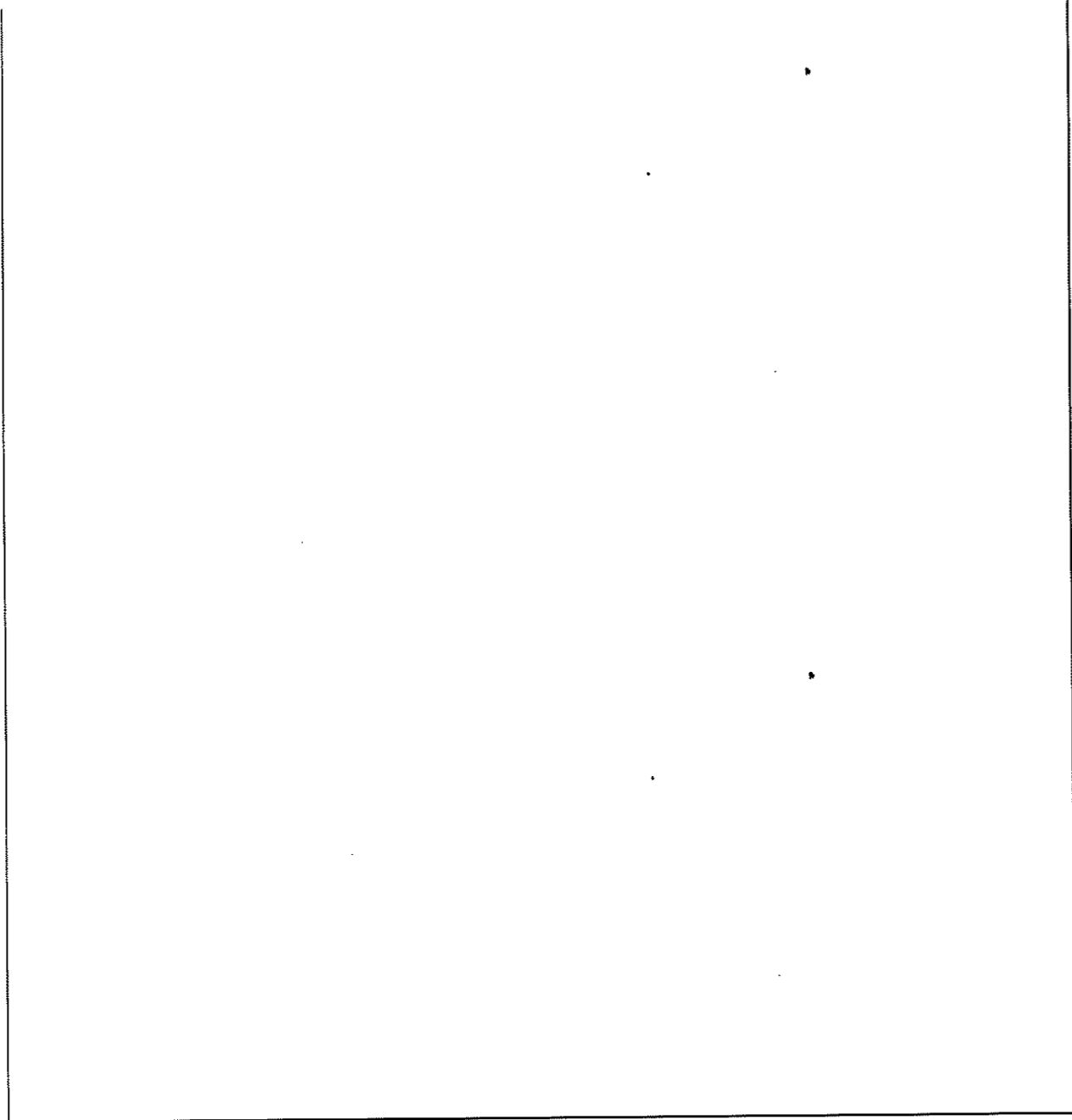
Employee Name		Employee No.	
School		Employee Tel. No.	
Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher)			

Shared Parental Leave

Please specify when you wish to take SPL and the periods for which you wish to claim ShPP. Your request for SPL can be for a continuous period or for a period of discontinuous leave for two or more weeks with a return to work in between periods of leave.

Please note that SPL can only be taken in blocks of a week or more but may start on any day of the week. You can submit 3 notifications to take periods of leave however notification must be given 8 weeks before you wish to take the SPL.

Please consider the dates of School Closure Periods before submitting this form.



Signed:
Print Name:
Date:

Send form to Headteacher/Senior Leader/*Chair of Governors (*in the cases of the Headteacher)

Please forward a completed copy to the Payroll Unit: PO Box 158, Bootle, L20 3WA

Annex 3 SPLIT Days

To be completed up to the Sunday before the 15th day of the month (non teaching staff) and 23rd day of the Month (teaching staff) and forwarded, properly certified, to the Payroll Unit at the above address within three days of the end of the claim period.

Department No	Payroll Number	School	Period end
COST CODE		Name	
e.g. AA123	A4567		
Cost Centre	Project Code (if Applicable)	Post Number	Grade & point
		Post Title	

Day	Date	Detail	Time Worked		Number of Hours
			From	To	
Total					•

To be completed by Claimant

For Payroll Unit Use					
SPLIT Day Payment Calculation (2300) Non Pensionable					
CODE	HOURS Wk/d	RATE	ALLOW.	TOT. DUE	
2300					
Notional Pensionable Pay Calculation (6500)					
CODE	Full Calendar Day Cont.Hrs. (1730.1731)	RATE	Full Calendar Day Contract Allow. (1730,1731)	Deduct 1/7th Per Day Wk/d. Of Any Pens. ShPP	TOT. DUE
6500					
SPLIT Offset Calculation (2305) Non Pensionable					
<small>(Only to be calculated if Total Pay Due exceeds Normal Days Pay Incl. SHPP)</small>					
CODE	TOTAL PAY DUE	Deduct Total Normal Days Pay Incl. SHPP Pens. From Total Pay Due			TOT. DUE
2305					

NB. You can work for up to 20 SPLIT days during your shared parental leave. If more than 20 days are worked you will lose your ShPP for any week in which you do any further work.

I certify that this claim is a correct record of hours I have worked

I certify these hours have been claimed in accordance with the Council's Scheme of Conditions of Service

Signature of Claimant: _____

Signature of Authorising Officer: _____

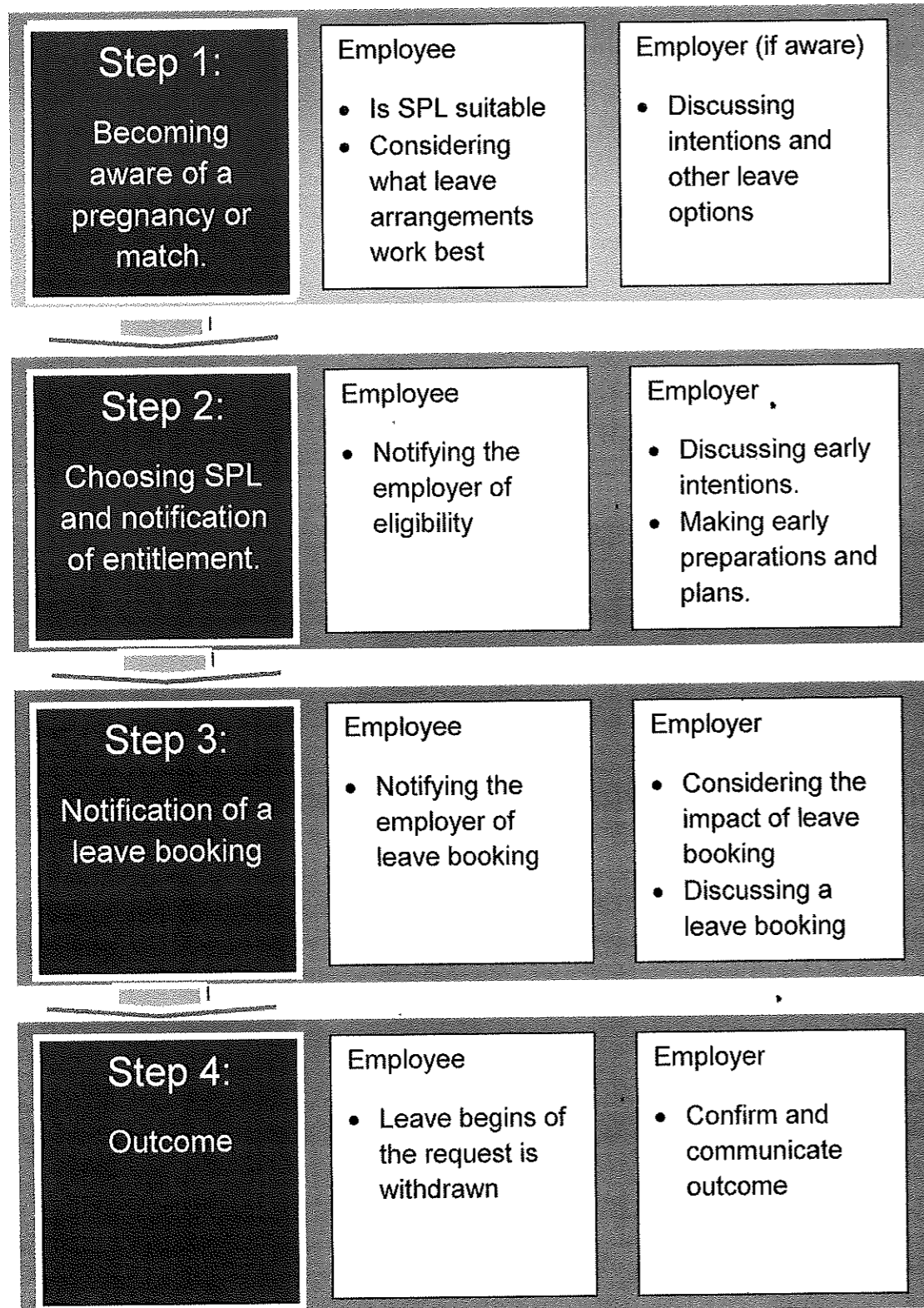
Date: _____

Print name: _____

Date: _____

Date: _____

Shared Parental Leave process at a glance.



Annex 5

Sample Letter 1: - Shared Parental Leave request to discuss leave booking

Dear

Thank you for your notice to book a period of Shared Parental Leave that was received on **INSERT DATE**.

I would like to discuss your notification with you at a meeting in **INSERT LOCATION** on **INSERT DATE** at **INSERT TIME**.

You may, if you wish, be accompanied by a trade union representative or a workplace colleague.

Please confirm your attendance at the meeting by contacting **INSERT NAME** on **INSERT CONTACT DETAILS** and I should be grateful if you would at the same time confirm who will be attending the meeting with you.

Yours sincerely

Annex 6

Sample Letter 2:- Confirmation of entitlement to Shared Parental Leave

Dear

Thank you for advising me of your entitlement to take Shared Parental Leave.

I confirm that, based on the information you have provided us, you are entitled to take Shared Parental Leave, that you currently have **INSERT NUMBER** weeks of Shared Parental Leave to take **INSERT NUMBER** of which you are entitled to receive Statutory Shared Parental Pay.

If you and your partner wish to vary the amount of leave and/or pay that you are each entitled to then you must notify us of the change in writing and inform us:

- (a) of any Shared Parental Leave or Pay that you or your partner have already booked
- (b) the number of weeks you are adding to your entitlement from your partner's entitlement or the number of weeks you are deducting to give to your partner
- (c) when you expect to take any additional weeks of leave.

You will also need to give us a declaration signed by you and your partner both consenting to the change.

If you have any questions about any aspect of your shared parental leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**.

Yours sincerely

Annex 7

Sample Letter 3:- Confirmation of Shared Parental Continuous Leave booking

Dear

Thank you for your notice to take a continuous period of Shared Parental Leave commencing on **INSERT DATE**.

I confirm that you are entitled to take Shared Parental Leave as set out in your notification.

As you have applied for a continuous block of leave you will be absent from school on Shared Parental Leave from **INSERT DATE** to **INSERT DATE** and you are expected to return to work on the **INSERT DATE** which is the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay from **INSERT DATE** to **INSERT DATE**.

Or

During your leave period you will not be entitled to receive Statutory Shared Parental Pay.

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. A notice to vary your booked leave will count as a new notice thereby reducing your entitlement to make three statutory notifications by a further one.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**.

Yours sincerely

Annex 8

Sample Letter 4:- Confirmation of Shared Parental Discontinuous Leave booking

Dear

Thank you for your notice to take discontinuous blocks of Shared Parental Leave commencing on **INSERT DATE**.

I confirm that you are entitled to take Shared Parental Leave as set out in your notification and as you have applied discontinuous block of leave you will be absent from school on Shared Parental Leave on the following periods

Period 1: From **INSERT DATE** to **INSERT DATE**

Period 2: From **INSERT DATE** to **INSERT DATE**

Period 3: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate)

You will be expected to return to work and attend work for the following periods

Period a: From **INSERT DATE** to **INSERT DATE**

Period b: From **INSERT DATE** to **INSERT DATE**

Period c: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate).

You will receive Statutory Shared Parental Pay for the following periods:-

Period 1: From **INSERT DATE** to **INSERT DATE**

Period 2: From **INSERT DATE** to **INSERT DATE**

Period 3: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate)

Or

During your periods of leave you will not be entitled to receive Statutory Shared Parental Pay.

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. A notice to vary your booked leave will count as a new notice thereby reducing your entitlement to make three statutory notifications by a further one.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**.

Yours sincerely

Annex 9

Sample Letter 5:- Confirmation of a modified/varied continuous Shared Parental Leave booking

Dear

Thank you for your notice to modify your continuous Shared Parental Leave commencing on **INSERT DATE**.

As you have applied for a continuous block of leave you will be absent from school on Shared Parental Leave from **INSERT DATE** to **INSERT DATE** and you are expected to return to work on the **INSERT DATE** which is the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay from **INSERT DATE** to **INSERT DATE**.

Or

During your leave period you will not be entitled to receive Statutory Shared Parental Pay.

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. As this is your **second/third** *(delete as appropriate)* notification you are only entitled to make one further notification/you are not entitled to make any further notifications. *(amend as appropriate)*

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**

Yours sincerely

Annex 10

Sample Letter 6:- Confirmation of a modified/varied discontinuous Shared Parental Leave booking

Dear

Thank you for your notice to modify your continuous Shared Parental Leave commencing on **INSERT DATE**.

I confirm that you are entitled to take Shared Parental Leave as set out in your notification and as you have applied discontinuous block of leave you will be absent from school on Shared Parental Leave on the following periods

Period 1: From **INSERT DATE** to **INSERT DATE**

Period 2: From **INSERT DATE** to **INSERT DATE**

Period 3: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate)

You will be expected to return to work and attend work for the following periods

Period a: From **INSERT DATE** to **INSERT DATE**

Period b: From **INSERT DATE** to **INSERT DATE**

Period c: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate).

You will receive Statutory Shared Parental Pay for the following periods:-

Period 1: From **INSERT DATE** to **INSERT DATE**

Period 2: From **INSERT DATE** to **INSERT DATE**

Period 3: From **INSERT DATE** to **INSERT DATE**

(amend as appropriate)

Or

During your periods of leave you will not be entitled to receive Statutory Shared Parental Pay.

If you wish to vary or reduce the leave that you have booked, you must give at least eight weeks notice before any amended dates occur. As this is your **second/third** *(delete as appropriate)* notification you are only entitled to make one further

notification/you are not entitled to make any further notifications. (*amend as appropriate*)

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**

Yours sincerely

Annex 11

Sample letter 7:- Shared Parental Leave: Refusal of a discontinuous leave booking

Dear

Thank you for your notice booking Shared Parental Leave that was received on **INSERT DATE**.

Having given the proposal thorough consideration, I regret that I am unable to agree to the pattern of discontinuous leave that you requested.

Unless your notice is withdrawn the total amount of leave requested in your notice, amounting to **INSERT NUMBER** weeks, will automatically become a continuous block. Unless the organisation is informed otherwise this will begin on the date you originally requested your leave period to start **INSERT DATE**.

If you would like the period to begin on a different date please confirm this in writing to **INSERT NAME** on or before **INSERT DATE**. Please remember that the start date cannot be sooner than eight weeks from the date your original notice was given (i.e. **INSERT DATE**).

Alternatively you may withdraw your notification on or before **INSERT DATE**. Should you withdraw by this date this notification will not count as one of the three notifications that you are entitled to submit.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact **INSERT NAME**.

Yours sincerely