



Academy Shared Parental Leave Policy

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Shared Parental Leave Policy

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1. Introduction

- 1.1 As the employer of staff Northern Education Trust (NET) recognises the statutory responsibilities related to employment. Day to day management of staff is delegated to the Principals / Line Manager. Throughout this document reference is made to the responsibilities held by the Principal for operational purposes. Ultimate responsibility rests with the Trust Board.
- 1.2 The Shared Parental Leave regulations provide an opportunity for parents to take advantage of additional flexibility in the way they choose to care for a new arrival to the family.
- 1.3 The options to use the new Shared Parental Leave rights will apply for parents who meet the eligibility criteria, where a baby is due to be born on or after 5 April 2015, or for children who are placed for adoption on or after that date.
- 1.4 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).
- 1.5 It should be noted that the regulations are complex and employees are advised to consider carefully the financial implications associated with taking SPL. It is further advised that employees should take financial advice before making any decisions. Employees can also contact their trade union for support and advice.

2. What is Shared Parental Leave

- 2.1 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.

3. Who is eligible for Shared Parental Leave

- 3.1 SPL can only be used by two people:
 - The mother/adopter and
 - One of the following:
 - the father of the child (in 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.

- 3.2 Additionally an employee seeking to take SPL must satisfy each of the following criteria:
 - The mother /adopter of the child must be/have been entitled to statutory maternity/ adoption leave or if not entitled to statutory maternity /adoption leave they must be/have been 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 still be working for the academy at the start of each period of SPL.
 - The employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the academy (or predecessor school) at the end of the 15th week before the child's expected due date / matching date.
 - The employees partner must meet the 'employment and earnings test' requiring them in the last 66 weeks leading up to the child's expected due date / matching date have worked

for at least 26 weeks and earning an average of at least £30.00 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks.

- The employee must correctly notify the academy (as detailed in section 5) of their entitlement and provide evidence as required.

4. The Shared Parental Leave Entitlement

4.1 Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year. 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 week's 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 further date.

4.2 If the mother / adopter is not entitled to contractual maternity / adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than 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 SMP, SAP or MA taken by the mother / adopter.

4.3 SPL can commence as follows:

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

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

4.5 SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice.

4.6 If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all of the SPL period.

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

5. Statutory Shared Parental Pay (ShPP)

5.1 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.

5.2 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 have an average weekly earnings for the period of eight 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.

5.3 Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager / Principal 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.

5.4 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 academy should they cease to be eligible.

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

- Their agreement to the employee claiming ShPP and for the academy 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 (£138.18 per week for 2014)

6. Notifying the Academy of an entitlement to Shared Parental Leave

6.1 An employee entitled and intending to take SPL must give their Principal notification of their entitlement and intention to take SPL, at least eight weeks before they can take any period of SPL.

6.2 Part of the eligibility criteria requires the employee to provide the academy with correct notification. Notification must be in writing and requires each of the following:

- The name of the employee.
- The name of the other parent.
- The start and end dates of any maternity / adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL and ShPP available.
- The date on which the child is expected to be born and the actual date of birth. In the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption.
- The amount of SPL the employee and their partner each intend to take.
- A non-binding indication of when the employee expects to take the leave.

6.3 The employee must provide the academy with a signed declaration stating (appendix 1):

- That they meet, or will meet, the eligibility conditions and are entitled to take SPL.
- That the information they have given is accurate.
- If they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter.
- That should they cease to be eligible they will immediately inform the academy.

6.4 The employee must provide the academy with a signed declaration from their partner confirming:

- Their name, address and national insurance number (or a declaration that they do not have a national insurance number).
- That they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter.
- That they satisfy the 'employment and earnings test', and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee.
- That they consent to the amount of SPL that the employee intends to take.
- That they consent to the academy processing the information contained in the declaration form; and
- 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.

7. Requesting further evidence of eligibility

7.1 The academy may, within 14 days of the SPL entitlement notification being given, request:

- The name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead)
- In the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of birth)
- In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

7.2 In order to be entitled to SPL, the employee must produce this information within 14 days of the employer's request. When notice is given by the employee before birth, it may be withdrawn without a reason up to six weeks following the birth. If the child has not yet been born, then a booking can specify that it will commence after a period of time following birth, for example, an employee can book two weeks' leave to begin 'two weeks after the child's birth'.

8. Fraudulent Claims

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

9. Discussions regarding Shared Parental Leave

- 9.1 An employee considering/taking SPL is encouraged to contact their line manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the academy to support the individual.
- 9.2 The line manager / Principal 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.
- 9.3 Upon receiving a leave booking notice the Principal 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.
- 9.4 Where a meeting is arranged it should take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then the meeting may be held over the telephone.
- 9.5 At the meeting the employee may, if they wish, be accompanied by a trade union representative or work colleague.
- 9.6 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 academy, and what the outcome may be if no agreement is reached.

10. Booking Shared Parental Leave

- 10.1 In addition to notifying the academy of entitlement to SPL/ShPP, an employee must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL.
- 10.2 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. Parents can also opt to take SPL at the same time, giving them the option to take more time off together than the current two weeks allowed by statutory paternity leave.

10.3 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.

10.4 The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

Continuous leave notifications

10.5 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).

10.6 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.

Discontinuous leave notifications

10.7 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 and work every other week for a period of three months).

10.8 Where there is concern over accommodating the notification, the academy 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 academy (see "Discussions regarding Shared Parental Leave" above).

10.9 The academy 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.

11. Responding to a Shared Parental Leave Notification

11.1 Once the Principal 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 was made.

All notices for continuous leave will be acknowledged in writing.

11.2 All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the academy against any adverse impact to operational needs.

11.3 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.

11.4 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 academy may propose a modified version of the request.

11.5 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.

12. Variations to Arranged Shared Parental Leave

12.1 The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the academy 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.

12.2 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. However, a change as a result of a child being born early, or as a result of the academy 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 academy.

13. Terms and Conditions during Shared Parental Leave

13.1 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. In particular, any benefits in kind (such as use of a laptop, mobile phone and gym membership) will continue and contractual annual leave entitlement will continue to accrue.

13.2 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 academy's contributions will be based on the salary that the employee would have received had they not been taking SPL.

14. Annual Leave (support staff)

14.1 SPL is granted in addition to an employee's normal annual holiday entitlement. Employees are reminded that holiday should wherever possible be taken in the year that it is earned. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the employee's holiday year.

15. Contact during Shared Parental Leave

15.1 Before an employee's SPL begins, the academy will discuss the arrangements for them to keep in touch during their leave. The academy reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made or training

to be given to ease their return to work or simply to update them on developments at work during their absence.

16. Shared Parental Leave in Touch days ('SPLIT' days)

- 16.1 An employee can agree to work for the academy (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. SPLIT days are in addition to the 10 ['keeping in touch'](#) (or KIT) days already available to those on maternity or adoption leave.
- 16.2 The academy 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 academy 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 ShPP, 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.
- 16.3 An employee, with the agreement of the academy, may use SPLIT days to work part of a week during SPL. The academy and the employee may use SPLIT days to effect 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.

17. Returning to work after Shared Parental Leave

- 17.1 The employee will have been formally advised in writing by the academy 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 the academy otherwise. If they are unable to attend work due to sickness or injury, the academy's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.
- 17.2 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 academy at least eight weeks' notice of their date of early return. 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 academy does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.
- 17.3 On returning to work after SPL, the employee is entitled to 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.
- 17.4 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.
- 17.5 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.

- 17.6 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. If an employee believes they have unreasonably not been allowed to return to their role they should express their concerns in writing to the Principal and seek advice from their trade union representative or Human Resources.

18. Ante-natal Appointments

- 18.1 All pregnant employees are entitled to reasonable time off with pay for antenatal care made on the advice of a registered medical practitioner. Except for the first appointment, employees should show the employer, if requested, an appointment card or other documents showing that an appointment has been made.

Fathers and partners of pregnant women are entitled to paid time off to attend two ante-natal appointments. Intended parents in a surrogacy case who meet the conditions set out under the Human Embryology and Fertilisation Act 2008 will also have the right to unpaid leave to attend up to two antenatal appointments. Further information is available from [GOV.UK - Surrogacy: legal rights of parents and surrogates](#).

19. Responsibilities

19.1 NET shall:

- Ensure this policy is implemented
- Ensure that all employees have access to this policy and that new employees are made aware of it.

19.2 Principal's / Line Managers shall:

- Be familiar with this policy and guidelines and ensure that employees understand the policy and their own responsibilities.
- Seek advice where necessary from the Trust HR function on the approach to be adopted if they are made aware of any potential issue.

19.3 Staff shall:

- Co-operate with management in ensuring the implementation of this policy.

19.4 The Trust HR Function shall:

- Provide the necessary professional advice and support to the Line Managers / Chief Executive and all staff when required

Appendix 1

Insert Academy Logo

Notice of Entitlement and Intention to Take Shared Parental Leave
(Please read the **Policy on Shared Parental Leave**)

If you wish to take shared parental leave, then you must submit this form to your manager at least **8 weeks** before the start of the first period of shared parental leave.

In order to calculate the amount of shared parental leave you are eligible for please complete the following.

Basic Details

| | |
|--|--|
| Employee Name: | |
| Are you the mother / main adopter of the child or the partner of the mother / main adopter? | |
| Date on which mother or main adopter commenced (or will commence) maternity / adoption leave: | |

Notice of curtailment of maternity / adoption leave

Please complete this if you are the **mother or main adopter**. If on maternity leave, this date must be at least two weeks after the birth of your baby.

| | |
|--|-------|
| I wish my maternity / adoption leave to end on the following date: | |
| Signed: | Date: |

Please complete this if you are the **partner** of the mother or main adopter.

| | |
|---|--|
| I confirm my partner's maternity / adoption leave ended / will end on the following date: | |
|---|--|

Shared Parental Leave Details

| | |
|--|--|
| Maximum number of weeks of shared parental leave available (52 weeks minus the number of weeks taken according to the above dates) | |
| Maximum number of weeks of shared parental pay available (39 weeks minus the number of weeks taken according to the above dates) | |
| Number of weeks of shared parental leave / pay you intend to take | |
| Number of weeks of shared parental leave / | |

| | |
|---|--|
| pay the other parent intends to take | |
|---|--|

Shared Parental Leave and Pay Dates

| | |
|---|--|
| Please detail the start and end dates of the shared parental leave/ pay that you intend to take. This should tally with the number of weeks you have indicated above that you will take. | |
|---|--|

The above dates do not constitute a formal binding request at this stage. However if you wish them to do so please indicate "Yes": **Yes / No**

If you indicate "No", then please complete appendix 2 - **Notice to Take or Vary a Period of Shared Parental Leave** for each period of shared leave requested.

Declarations

By the Employee

Please confirm your eligibility by ticking the appropriate boxes below and signing the form

- I am the mother, father or main adopter of the child and will share the care of the child with my partner named below
- I meet the eligibility criteria for shared parental leave

If appropriate:

- I meet the eligibility criteria for shared parental pay
- I am the mother or main adopter and have completed the **notice of curtailment of maternity / adoption leave** section and understand that this is **binding** subject to certain conditions outlined in the policy
- I consent to you retaining and processing the information contained in this form

Signed: _____

Date: _____

By the Employee's Partner

| | |
|------------------------------|--|
| Name | |
| Address | |
| Name and Address of Employer | |
| National Insurance Number | |

I confirm that I meet the following criteria for eligibility for shared parental leave:

- I have worked either directly, for an agency or self-employed, for 26 weeks in the 66 weeks leading up to the due date
- I have earned above the maternity allowance threshold of £30 a week in 13 of the 66 weeks
- I consent to your employee taking shared parental leave and shared parental pay as detailed above

If appropriate:

- I am the mother / main adopter and confirm I have curtailed my maternity / adoption leave and pay with my employer (or will have done so by the time your employee takes shared parental leave)
- I consent to you retaining and processing the information contained in this form

Signed: _____

Date: _____

Appendix 2

Notice to Take or Vary a Period of Shared Parental Leave

(Please read the **Policy on Maternity, Adoption, Paternity and Parental Leave**)

You should complete this form if you wish to request a period of shared parental leave / pay, or to vary a previously approved period.

You must have previously submitted a **Notice of Entitlement and Intention to Take Shared Parental Leave** (appendix 1) and have had your eligibility for shared parental leave confirmed.

| | |
|------------------|--|
| Name of Employee | |
| Name of Partner | |

Requested Shared Parental Leave / Pay Dates

| Start date | End date | Number of weeks leave | Number of weeks' pay (if applicable) |
|------------|----------|-----------------------|--------------------------------------|
| | | | |
| | | | |
| | | | |

Request to Vary Previously Requested Parental Leave / Pay Dates

| Previously Approved Start date | Previously Approved End date | Detail the change you would like to request |
|--------------------------------|------------------------------|---|
| | | |
| | | |
| | | |

We confirm that we agree to the request / variation outlined above.

Signed: (Employee) _____ Date: _____

Signed: (Employee's Partner) _____ Date: _____

Appendix 3

Shared Parental Leave request to discuss leave booking

Academy Letterhead

Date

Dear

Thank you for your notice to book a period of Shared Parental Leave that was given on dd/mm/yy. I would like to arrange a convenient time to discuss your notification with you.

I therefore suggest a meeting at **[location]** on **[date]** at **[time]**. You may, if you wish, be accompanied by a Trade Union representative or by a workplace colleague.

Please could you contact **[name of individual]** to confirm whether you are able to attend the meeting suggested above.

Yours sincerely

Principal

Appendix 4

Confirmation of Shared Parental Leave booking

Academy Letterhead

Date

Dear

Thank you for your notice to take Shared Parental Leave commencing on dd/mm/yy.

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

I can confirm that you will be away from work on Shared Parental Leave from
to **[If leave is discontinuous then please amend as needed]** You are
expected to return to work on the first working day after your leave period ends.

During your leave period you will receive Statutory Shared Parental Pay
from..... to..... **[If leave is discontinuous, or where
no pay is applicable then please amend as needed]**

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 speak to **[name of individual]**.

Yours sincerely

Principal

Appendix 5

Confirmation of entitlement to Shared Parental Leave

Place on Academy Letterhead

Date

Dear

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

We confirm that, based on the information you have provided us, you are entitled to take Shared Parental Leave.

We can confirm that you currently have weeks of Shared Parental Leave to take. You have weeks of 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 speak to **[name of individual]**.

Yours sincerely

Principal

Appendix 6

Shared Parental Leave: Refusal of a discontinuous leave booking

Place on Academy Letterhead

Date

Dear

Thank you for your notice booking Shared Parental Leave that was given on dd/mm/yy

Having given the proposal thorough consideration, I regret that the academy is 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 weeks, will automatically become a continuous block. Unless the academy is informed otherwise this will begin on the date you originally requested your leave period to start dd/mm/yy.

If you would like the period to begin on a different date please confirm this to **[name of individual]** on or before dd/mm/yy. Please remember that the start date cannot be sooner than eight weeks from the date your original notice was given.

Alternatively you may withdraw your notification on or before dd/mm/yy. This would then not count as one of your notifications.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to **[name of individual]**.

Yours sincerely

Principal

CONTACTS

For advice on the content of this policy please contact:

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Employees are also encouraged to contact their trade union representative for advice and support where appropriate.