

## Shared Parental Leave Policy

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Category:	Human Resources
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Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

### Applicable Legislation/Regulations:

The Equality Act 2010  
 Management of Health and Safety at Work Regulations 1999  
 The Employment Relations Act 1999  
 Employment Rights Act 2002  
 Children and Families Act 2014  
 Shared Parental Leave Regulations 2014

### Codes of Practice:

### Purpose:

To ensure that Inmind Healthcare Group complies with all statutory requirements in relation to shared parental leave, and to guide employees, workers and managers in such circumstances

### Version Control Table

Date Ratified	Version Number	Status
	1	Live

Date	Key Revision
15/05/2018	New policy to meet legislation

*Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).*



## **1.0 The Policy**

- a) Inmind Healthcare Group will undertake appropriate assessments for all employees who notify Inmind they wish to take for Shared Parental Leave (SPL). Employees will be protected from unfair treatment, including dismissal and selection for redundancy for reasons connected to their application for SPL.
  
- b) Inmind will ensure that Shared Parental Leave and pay for all qualifying employees will be managed in accordance with statutory requirements, and that no employee will receive detrimental treatment as a result of taking, or seeking to take Shared Parental Leave.

## 2.0 The Procedure

### 2.1 Eligibility for Shared Parental Leave (SPL)

- a) SPL can only be used by two 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.
- b) Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.
- c) 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 (Appendix 2);
  - the employee must still be working for Inmind at the start of each period of SPL (Appendix 2);
  - 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 (Appendix 2);
  - 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 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks (Appendix 2);
  - the employee must correctly notify Inmind of their entitlement and provide evidence as required. (Appendix 2)
- d) Before requesting SPL, employees are advised to use the government provided tool to check their eligibility which can be found at:

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

### 2.2 Bank Workers and Shared Parental Leave

- a) Bank workers should be aware that although they will not qualify for SPL they may qualify for Shared Parental Pay (ShPP), providing they meet the criteria set out in the section above.
- b) If a pregnant bank worker wishes to check whether they are eligible for ShPP they should put this request in writing to the Administrator at the locality through which they are paid.

## 2.3 Shared Parental Leave Entitlement

- a) 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.
- b) 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.
- c) If the mother/adopter is not entitled to 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 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 SMP, SAP or MA taken by the mother/adopter.
- d) SPL can be taken 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 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 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 will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).
  - If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).
  - 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 is lost.
- e) An employee considering/taking SPL is encouraged to contact their Registered/General Manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the company to support the individual.

#### 2.4 How can Shared Parental Leave be taken?

- a) SPL can be taken as either a period of continuous leave or in two or more periods of separate (discontinuous) leave.
- b) All employees wishing to take SPL should submit the Notification Form (Appendix 2) to their Registered Manager as soon as practicable and within the timescales set out within this procedure. Employees should be aware that they can submit a maximum of three notifications to request or vary leave during their period of SPL.
- c) **Continuous leave** 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 can 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 at least eight weeks' notice has been given. An employee may submit up to three separate notifications for continuous periods of leave.
- d) **Discontinuous leave**, means a notification of 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).
- e) Where there is concern over accommodating the notification, Inmind 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 Inmind (Appendix 7)
- f) Inmind 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. (Appendix 8)

#### 2.5 Responding to a Shared Parental Leave notification

- a) The Registered Manager will usually arrange a meeting to discuss the notification received (Appendix 7). 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 notification, a meeting may not be necessary.
- b) 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.
- c) 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 Inmind, and what the outcome may be if no agreement is reached.

- d) All notices for continuous leave will be confirmed in writing by the Registered Manager. (Appendix 3)
- e) All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to Inmind against any adverse impact to the business.
- f) 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.
- g) 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, Inmind may propose a modified version of the request.
- h) 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.
- i) 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.
- j) 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.

## 2.6 Variations to arranged Shared Parental Leave

- a) The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise Inmind 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. (Appendix 6)
- b) 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 Inmind 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 Registered Manager.

## 2.7 Statutory Shared Parental Pay (ShPP)

- a) Eligible employees may be entitled to 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.

- b) ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.
- c) In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria (Appendix 2):
- 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 earnings for the period of eight weeks leading up to and including the 15<sup>th</sup> 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
- d) Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their Registered Manager written notice advising of their entitlement to ShPP (Appendix 2).
- e) 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 Inmind should they cease to be eligible
- f) This information must be accompanied by a signed declaration from the employee's partner (Appendix 2) confirming:
- their agreement to the employee claiming ShPP and for Inmind 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
- g) Any ShPP due will be paid at a rate set by the Government for the relevant tax year.
- h) All employees should be aware that knowingly providing false information in relation to Shared Parental Leave/Pay entitlement could be addressed as a conduct issue under the Company's Disciplinary Policy.

## 2.8 Terms and conditions during Shared Parental Leave

- a) 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 a mobile phone) will continue and contractual annual leave entitlement will continue to accrue.
- b) 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 Inmind contributions will be based on the salary that the employee would have received had they not been taking SPL.

## 2.9 Annual Leave

- a) 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. Please see also Sickness Absence and Annual Leave Policy.

## 2.10 Contact during Shared Parental Leave

- a) Before an employee's SPL begins, the Registered Manager should discuss with the employee the arrangements for them to keep in touch during their leave. Inmind 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.

## 2.11 Shared Parental Leave in Touch days

- a) An employee can agree to work for Inmind (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.
- b) Any work undertaken is a matter for agreement between Inmind 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.
- c) An employee, with the agreement of Inmind, may use SPLIT days to work part of a week during SPL. Inmind 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.

#### 2.12 Returning to work after Shared Parental Leave

- a) The employee will be formally advised in writing by Inmind 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 Inmind otherwise. If they are unable to attend work due to sickness or injury, Inmind's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence. Please see also Sickness Absence Policy and Annual Leave Policy.
- b) 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 Inmind 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 Inmind does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.
- c) 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.
- d) 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.
- e) 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.
- f) 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.

**Appendix 1**

**Equality Impact Assessment for this policy**

<b>Protected Characteristic (domain)</b>	<b>Area of conflict</b>	<b>Resolution</b>
Age	Nil	N/A
Disability	Nil	N/A
Gender reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.

## Appendix 2

### Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) Notification Form

*If you are the mother/adopter of the child, and employed by Inmind, you will need to complete Sections 1, 2 and 3 of this form.*

<b>Employee Full name:</b>	
<b>Role:</b>	
<b>Base Locality:</b>	
<b>Date employment with Inmind commenced:</b>	

*If you are the partner, and employed by Inmind, you will need to complete sections 1, 2 and 4 of this form.*

#### Section 1

*This section should be completed by the employee requesting the Shared Parental Leave. Please tick the relevant box to select statement that is applicable to you.*

<b>Are you:</b>	
the mother/adopter <i>or</i>	<input type="checkbox"/>
the father of the child <i>or</i>	<input type="checkbox"/>
the spouse, civil partner or partner of the mother/adopter	<input type="checkbox"/>
<b>Entitlement to Statutory maternity/adoption leave</b>	
As the mother/adopter of the child are you <b>entitled</b> to statutory maternity/adoption leave <b>or</b>	<input type="checkbox"/>
As the mother/adopter of the child <b>have you been entitled</b> to statutory maternity/adoption leave	<input type="checkbox"/>
As the mother/adopter have ended or given notice to reduce any maternity/adoption entitlements	<input type="checkbox"/>
As the mother/adopter of the child, will you the employee, still be working for Immind at the start of each period of SPL	<input type="checkbox"/>
As the father/spouse/partner, will the mother/adopter of the child be <b>entitled</b> to statutory maternity/adoption leave <b>or</b>	<input type="checkbox"/>
As the father/spouse/partner, will the mother/adopter of the child <b>have been entitled</b> to statutory maternity/adoption leave	<input type="checkbox"/>
As the father/spouse/partner, will the mother/adopter have ended or given notice to reduce any maternity/adoption entitlements	<input type="checkbox"/>
As the father/spouse/partner, will the mother/adopter of the child, still be working for their current employer at the start of each period of SPL	<input type="checkbox"/>
<b>Continuity Test</b>	
As the employee, do you pass the 'continuity test' requiring to have a minimum of 26 weeks' service at the end of the 15 <sup>th</sup> week before the child's expected due date/matching date;	<input type="checkbox"/>
<b>Employment and Earnings Test</b>	
Does your partner meet the 'employment and earnings test' requiring you 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 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks;	<input type="checkbox"/>

**Section 2 –Entitlement to SPL and ShPP**

***This section should be completed by any employee (mother, father, adopter etc.) of Inmind.***

Expected due date of child:	Date...../...../.....
Child’s actual birth date (if the birth has already taken place):	Date...../...../.....
Date maternity leave started:	Date...../...../.....
Date statutory maternity pay or maternity allowance started	Date...../...../.....
Date you/or your partner (please delete as applicable)have given notice to end your maternity leave and pay OR the date you/or your partner (please delete as applicable) returned to work. Date SMP or maternity allowance ended if you/or your partner(please delete as applicable) have returned to work without notifying SPL/ShPP, you will need to notify your employer or JobCentre Plus before the 38th week after you/or your partner(please delete as applicable) started claiming SMP or Maternity Allowance that you wish to end your Maternity pay period or maternity allowance period	Date...../...../.....  Date...../...../.....
How many weeks of maternity leave did you/your partner take/will have taken?	..... WEEKS
Have you or your partner previously taken any weeks of SPL with respect to this child?	..... WEEKS
How many weeks of SPL are available?	..... WEEKS
How many weeks of SMP or MA were paid to you/or your partner at the point you/or your partner returned to work or ended your pay period?	..... WEEKS
Have you or your partner previously taken any weeks of ShPP with respect to this child?	..... WEEKS
How many weeks of ShPP are available?	..... WEEKS
How many weeks of SPL do you intend to take?	..... WEEKS
How many weeks of SPL does your partner intend to take?	..... WEEKS
How many weeks of ShPP do you intend to take?	..... WEEKS
How many weeks of ShPP does your partner intend to take?	..... WEEKS
A non-binding indication of when you/or your partner(the employee) expect to claim ShPP	

**Section 3 – Declaration by mother/adopter for SPL and ShPP**

***This section should be completed by the mother/adopter, employed by Inmind. The employee should put a single line through any statement which they believe does not apply to them.***

I declare:

- that the information I have given is correct
  - that I intend to care for the child during each week that I am on shared parental leave and/or statutory shared parental pay is paid to me
  - that I meet the duration of the employment test
  - that I am, or will be, entitled to:
    - (i) SMP; or
    - (ii) Maternity Allowance
- [Delete as applicable]***

**OR**

- (i) I am not entitled to SMP or MA in respect of the birth of the child
  - (ii) I have notified the end of the maternity pay or allowance period before the 38<sup>th</sup> week of first receiving it
- [Delete as applicable]***

- that I will be absent from work in each week that ShPP is paid to me
  - that I am entitled to SPL and I will be absent from work on SPL for each week in which ShPP is paid to me; or
  - that I have no entitlement to SPL
- [Delete as applicable]***

***I confirm the information I have given is accurate.***

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Section 4 – Declaration by partner for SPL and ShPP**

<b>Name:</b>	
<b>Home Address:</b>	
<b>NI Number:</b>	

- I am the child’s father/mother’s husband/mother’s civil partner/mother’s partner (please delete as applicable) living in an enduring relationship with the child’s mother and the child
- I confirm that in the 66 weeks leading up to the [child’s EWC] I have worked for 26 weeks in Great Britain and I have worked as an employed or self-employed earner in 13 of those weeks and have earned an average of £30 a week and paid national insurance contributions (or I hold an emption certificate for those weeks)
- I confirm that I consent to the mother’s claim for statutory shared parental pay
- I confirm that I will immediately inform the mother if I cease to have responsibility for the child or I discover I do not meet the employment and earnings test
- I consent to the processing of the information I give by the mother’s employer in connection with the payment of ShPP to the mother.
- I consent to Inmind contacting my partner’s employer in relation to this declaration

Name of Employer	Address	Contact Name & Tel. No.

- I confirm the information I have given is accurate

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### Appendix 3 – Confirmation Letter of SPL and ShPP Entitlement

<<Date>>

<<Name and Address>>

Dear <<Name>>

#### Re: Confirmation of SPL/ShPP Entitlement

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 contact me.

Yours sincerely

<<Name>>

<<Role>>

**Appendix 4 – Employee Notification of Shared Parental Leave and Shared Parental Pay**

<<Date>>

<<Name and Address>>

Dear <<Name>>

**Re: Confirmation of SPL/ShPP Entitlement**

I am providing notification of my intention to take Shared Parental Leave commencing on **dd/mm/yy**.

I can confirm that I will be away from work on Shared Parental Leave from ..... to ..... ***[If leave is discontinuous then please amend as needed]***

I understand I am expected to return to work on the first working day after my leave period/s end.

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

If I wish to vary or reduce the leave that I have booked, I must give at least eight weeks' notice before any amended dates occur.

I understand a notice to vary my booked leave will count as a new notice thereby reducing my entitlement to make three statutory notifications by a further one.

Yours sincerely

<<Employee Name>>

**Appendix 5 - Employer Confirmation Letter of Shared Parental Leave Notification and Pay**

<<Date>>

<<Name and Address>>

Dear <<Name>>

**Re: Shared Parental Leave Notification and Pay**

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 contact me.

Yours sincerely

<<Name>>

<<Role>>

**Appendix 6 - Variation to Leave Entitlement**

<<Date>>

<<Name and Address>>

Dear <<Name>>

**Re: Variation to Shared Parental Leave/Pay**

I am writing to notify you of my intention to amend my entitlement to Shared Parental Leave/Pay.

- I can confirm that I currently have ..... weeks of Shared Parental Leave already booked.
- I can confirm that my partner currently has ..... weeks of Shared Parental Leave already booked.
  
- I wish to add ..... weeks to my entitlement from my partners entitlement.
- I wish to deduct..... weeks of entitlement to give to my partner
- I intend taking the additional week’s leave from .....

**[Delete as appropriate]**

We both consent to the above variation in relation to our Shared Parental Leave/Pay entitlement

<b>Name of mother/adopter:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Name of partner:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Appendix 7 – Invitation to SPL Discussion Meeting

<<Date>>

<<Name and Address>>

Dear <<Name>>

### **Re: Shared Parental Leave Discussion Meeting**

Thank you for your notice to book a period of Shared Parental Leave received on **dd/mm/yy**.

We would like to arrange a convenient time to discuss your notification with you.

Therefore, could you please meet with me as detailed below:

**Location:**

**Date:**

**Time:**

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

Please could you contact myself to confirm whether you are able to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely

<<Name>>

<<Role>>

## Appendix 8 – Refusal of Discontinuous Leave

Dear

Thank you for your notice booking Shared Parental Leave received on **dd/mm/yy**

Having given the proposal thorough consideration, I regret that Inmind 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 organisation 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 myself on or before **dd/mm/yy**. (**\*DELETE Note: Employee has up to 19th day following the date of the original notification**)

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** (**\*DELETE Note: Employee has up to 15 days following date given**). This notification would then not count as one of your three 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 me.

Yours sincerely

<<Name>>

<<Role>