



LEEDS
BECKETT
UNIVERSITY

Shared Parental Leave Policy and Procedure

leedsbeckett.ac.uk

V0424

Policy Statement

Purpose and Core Principles

The purpose of this policy is to set out our University's provision in relation to requesting shared parental leave. The accompanying procedure provides clear information on the application of the policy and outlines both the administrative processes to be followed by employees wishing to request shared parental leave and our University's statutory duty to consider shared parental leave requests in accordance with a prescribed procedure.

Shared parental leave is based on a statutory provision which is voluntarily enhanced by our University's occupational scheme for those eligible employees.

It may not be possible to accommodate all requests for shared parental leave where the request is for blocks of leave interspersed with time at work and the proposed pattern is contrary to the business needs of our University.

Scope

This policy and procedure are applicable to new parents of babies due, or children placed for adoption, who meet the eligibility criteria detailed at 2 of the Procedure.

Responsibility

Human Resources has responsibility for ensuring that this policy and procedure is adhered to and for providing advice and guidance to managers and employees. There is a formal application process for requesting shared parental leave, including timescales for response, which must be adhered to in order to meet statutory requirements. The applicant (the employee) and the manager have responsibilities in this regard.

Review

This policy and procedure will be monitored on an annual basis and reviewed a minimum of every three years or sooner, in light of legislative changes and organisational requirements as appropriate.

Procedure

1. Introduction

- 1.1 Eligible mothers or adopters can choose to share leave and pay with the child's father (in the case of birth) or their spouse, civil partner or partner. Shared parental leave provides parents with greater choice in how they share the care of their child in the first year. It provides mothers and those taking adoption leave the opportunity to return to work earlier, as their partner can be on leave caring for their child. Shared parental leave can also enable parents to be on leave together for longer periods of time.
- 1.2 Shared parental leave can be taken as one continuous period or as discontinuous blocks, interspersed with a return to work.
- 1.3 The intended parents in surrogacy arrangements are also entitled to shared parental leave and pay if they meet the qualifying criteria for adoption leave and/or pay.

2. Entitlement and Eligibility to Shared Parental Leave

- 2.1 Eligible employees may take up to a maximum of 50 weeks of the full (52 weeks) maternity or adoption leave entitlement as shared parental leave.
- 2.2 A mother cannot start shared parental leave until after her 2 week period of compulsory maternity leave has ended. Similarly, an employee who takes adoption leave must take at least 2 weeks of such leave before commencing shared parental leave.
- 2.3 The father or partner can take shared parental leave immediately following the birth of the child or placement for adoption but may first choose to exhaust any paternity/partner leave entitlements. Shared parental leave is in addition to any paternity/partner leave entitlement, but any untaken paternity/partner leave will be lost once the father or partner starts a period of shared parental leave.
- 2.4 Shared parental leave must be taken before the child's first birthday or within one year of the child being placed for adoption.
- 2.5 Only one period of shared parental leave will be available to employees irrespective of whether more than one child is born as a result of the same pregnancy and the same applies to multiple adoptions that occur in a single placement.
- 2.6 Eligibility for Shared Parental Leave
 - 2.6.1 Shared parental leave can only be used by two people: the mother or 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 or adopter

2.6.2 In order to qualify for shared parental leave, employees must meet the following conditions:

- Have worked for our University continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth (EWC) or placement date;
- Remain employed by our University at the start of the week in which each period of shared parental leave is to be taken;
- Have or expect to share the main responsibility for the care of the child;
- Have correctly notified our University of their entitlement to shared parental leave and provided evidence as required (see 4).

In addition:

- The mother/adopter of the child must be entitled to maternity leave/adoption leave or to statutory maternity pay/statutory adoption pay or maternity allowance;
- The parent or partner sharing the leave must have worked for any of 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due (or matched for adoption) and have met the '[employment and earnings test](#)'.

2.7 Where a parent is self-employed, they will not be entitled to take shared parental leave (or pay) as this is only available to employees. If this applies to your situation, as the partner, you may be eligible to take Shared Parental leave (and pay), provided the mother (or adopter) curtails their entitlement to maternity (or adoption) allowance.

2.8 The Government's interactive tool can help you to find out whether you and your partner qualify, and if so, how much leave and pay you are entitled to www.gov.uk/pay-leave-for-parents

3. Entitlement and Eligibility to Shared Parental Pay

3.1 The maximum amount of shared parental pay that is available to parents is 37 weeks. The remaining 13 weeks of shared parental leave are unpaid.

3.2 In order for either parent to claim shared parental pay, the mother (or adopter) must reduce their entitlement to contractual and/or statutory maternity pay (SMP)/Statutory Adoption Pay (SAP) or maternity allowance (MA) and provide our University with a binding notice of the date on which the maternity/adoption pay period will end, (see 4).

3.3 Statutory Shared Parental Pay (ShPP)

3.3.1 In order to qualify for statutory shared parental pay, employees must meet the following conditions:

- Have met the qualifying requirement for shared parental leave and have a partner who meets the [employment and earnings test](#);
- Have average weekly earnings at or above the lower earnings limit for National Insurance contributions.

3.3.2 Statutory shared parental pay is paid at the lower of 90% of the employee's average weekly earnings or the statutory weekly rate. The current statutory weekly rate can be found at www.gov.uk.

3.4 Occupational Shared Parental Pay

3.4.1 In order to qualify for occupational shared parental pay, employees must meet the following conditions:

- Have worked for our University continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth (EWC) or placement date; and
- Return to work for at least 3 full working months following shared parental leave. Employees on fixed-term contracts will be expected to return to work for at least 3 full working months following shared parental leave or to the end of their contract, whichever date is sooner. (Except paragraph 3.4.3 below)

3.4.2 It should be noted that the return to work period begins from the point employees return to the workplace and start work after shared parental leave. Periods of paid or unpaid absence prior to a return to work, immediately following shared parental leave or in the initial return to work period e.g. annual leave or sickness absence, do not count towards the 3 month qualifying period.

3.4.3 Employees who are eligible for occupational shared parental pay and whose contract ends during their shared parental leave will not be required to return to work. Occupational shared parental pay will be paid until the end of their contract and thereafter ShPP (if applicable) will continue to be paid through our University.

3.4.4 Subject to how much maternity/adoption leave has been taken and how leave and pay are shared between the parents, the breakdown of occupational shared parental pay that eligible employees may be entitled to is outlined below:

Weeks 3 – 10	90% of average weekly earnings minus ShPP
Weeks 11 – 30	50% of average weekly earnings, plus ShPP (up to a maximum of 90% average weekly earnings).

3.4.5 Variable Hours Contracts

In the case of employees on variable hours contracts, for example part-time lecturers, average weekly earnings for occupational shared parental pay will be based on the pay received in the current role in the 12 full months immediately prior to the EWC or placement date. If the employee has less than 12 months service in the role, the calculation will be made from the employee's start date in the role. Where Statutory Shared Parental Pay is not payable due to non-eligibility, Maternity Allowance payments (where applicable) will be deducted from the occupational shared parental pay paid during weeks 1 – 10 (we will assume the maximum weekly amount of Maternity Allowance, unless documentation from the Department of Work and Pensions is provided that demonstrates a different, lower amount).

- 3.4.6 Where both parents are employed by our University and are eligible for occupational shared parental pay, the employees must share the entitlement and split the pay accordingly.
- 3.4.7 Where the mother (or adopter) works elsewhere, but the other parent/partner is an employee of our University, the payment of occupational shared parental pay will start from the week following the curtailment of the mother (or adopter's) maternity or adoption pay period (please refer to Employee Guidance for example scenarios).
- 3.4.8 To receive shared parental pay, an employee must take the paid leave within the first 39 weeks following the start of the maternity/adoption pay period. Any shared parental leave taken after week 39 will be unpaid.
- 3.4.9 Employees can choose to be paid occupational shared parental pay during their shared parental leave, or they can opt to postpone the payments until they have returned to work and completed 3 full working months qualifying service, in which case only statutory ShPP (if applicable), would be paid during the shared parental leave period. Employees will only be paid occupational shared parental pay during their shared parental leave if they provide written confirmation stating that they would be prepared to re-pay any overpayments in full.
- 3.4.10 If employees do not return to work, or complete the required length of service following shared parental leave, the occupational pay (outlined in 3.4.4) minus any statutory entitlements will be fully recoverable. The occupational pay will also be fully recoverable where employees employed on a fixed-term contract are offered, and subsequently decline, an extension to their contract which would allow for a return to work for 3 full working months. HR Services will calculate the amount of occupational pay to be re-paid and make arrangements with the employee for re-payment.
- 3.4.11 A summary of statutory and occupational shared parental payments is provided in Appendix 1. HR Services will issue all employees with an individual summary of their shared parental pay entitlement once written notification of shared parental leave has been received.
- 3.4.12 Payments made to employees on shared parental leave will be made in the same way as other earnings and will also be subject to tax, national insurance and pension contributions, where applicable. Where employees are members of salary sacrifice schemes, advice can be sought from HR Services regarding the terms and conditions of such schemes during shared parental leave.

4. Notification Requirements for Shared Parental Leave and Pay

- 4.1 For purposes of planning, employees are encouraged to have early discussions with their managers regarding their intentions to take shared parental leave.
- 4.2 At least 8 weeks before the intended start date of the shared parental leave, employees must provide their manager and HR Services with a 'Notice of Entitlement' to take shared parental leave by completing the form at Appendix 2.

4.3 This must include a 'leave curtailment notice' from the mother or adopter stating the date on which the maternity/adoption leave will end, and an indication of when the employee expects to take leave.

4.4 Notification for Shared Parental Pay

4.4.1 To claim shared parental pay, employees must complete the relevant section of the 'Notification of Entitlement' form (Appendix 2) and provide this to their manager and HR Services at least 8 weeks before the intended start date of the shared parental leave.

4.5 Further Evidence of Eligibility

4.5.1 Within 14 days of receiving a notification to take shared parental leave, our University may request that an employee provides the following information:

- 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, details 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.

4.5.2 The employee must provide our University with this information within 14 days of the request being made.

5. Arrangements for Booking Shared Parental Leave

5.1 Employees may request to take their shared parental leave all in one go, or in discontinuous blocks. However, each period of leave must last no less than a week or the relevant proportion of a week if the employee works part-time. Shared parental leave can begin on any day of the week.

5.2 If the initial period of maternity or adoption leave taken by the mother or adopter ends with an incomplete week, the whole of that week will be subtracted from the 52 weeks' maximum and the shared parental leave will begin at the start of the following week of the pay period.

5.3 An employee can submit up to a maximum of 3 notices to book shared parental leave or to vary a previously agreed pattern of leave (see Appendices 2 and 3).

5.4 Continuous Blocks of Leave

5.4.1 If an employee requests a single continuous period of leave, our University will approve the leave for the dates requested.

5.4.2 HR Services will confirm the dates of the continuous leave to the employee in writing no later than 14 days after the original booking request was received.

5.5 Discontinuous Blocks of Leave

- 5.5.1 Should an employee request a discontinuous period of leave (i.e. take a period of leave, return to work and then take another period of leave) our University has the right to refuse this request.
- 5.5.2 In these circumstances, the manager should request to meet with the employee to discuss the proposed pattern of leave within 14 days of receiving the original request.
- 5.5.3 A meeting does not need to take place if the proposed pattern of discontinuous leave is agreed and the employee will be notified accordingly within the 14-day period.
- 5.5.4 Employees can, if they wish, be accompanied at the meeting by a full-time Trade Union officer, Trade Union representative (who is an employee of our University) or a work colleague. The manager may be accompanied by a representative from Human Resources. The work colleague or Trade Union representative can address the meeting or confer with the employee during it but is not there to answer questions on the employee's behalf.
- 5.5.5 The meeting will provide both parties with an opportunity to discuss the proposed pattern of leave, whether a modified arrangement would be agreeable to the employee and our University, and what the outcome may be if no agreement is reached.

5.6 Reaching a Decision

- 5.6.1 Once the manager and employee have discussed the request, the manager must notify the employee of the decision in writing. Notification must take place within 14 days of receiving the original leave request.
- 5.6.2 The manager may agree to the employee's request in full or in part, propose alternative dates for the period of leave, or refuse the request and require the leave to be taken in a single block.
- 5.6.3 If no agreement has been reached during the 14-day period, the employee can either:
- within the following 2 days withdraw the request to take leave
 - take the total number of weeks requested in a single, continuous block
- 5.6.4 If the request is withdrawn, this does not count towards the maximum of 3 notices available to an employee to book or vary a period of shared parental leave.
- 5.6.5 An employee who chooses to take the leave in a single continuous block has 5 days following the end of the 14-day discussion period to notify their manager and HR Services of the start date of the leave. The leave cannot start earlier than 8 weeks from the date the original notification was submitted.
- 5.6.6 If an employee fails to provide a start date within 5 days of the end of the 14-day discussion period, the continuous period of leave will start on the first leave date requested in the original booking notice.

5.7 Variations to a Period of Shared Parental Leave

- 5.7.1 Employees can request to vary an arranged period of shared parental leave by giving at least 8 weeks' notice to their manager and HR Services. The request should be made in writing using the 'Request to Vary or Cancel Shared Parental Leave' form (Appendix 3).
- 5.7.2 The variation can be to change the start or end date of the leave, to vary the amount of leave, amend a request from a period of discontinuous to continuous leave or vice versa, to cancel a period of leave or to request an additional block of leave.
- 5.7.3 Any variation or notice of cancellation made by the employee will usually count as having used one of the employee's three notices to book or vary leave. However, a change as a result of a child being born early or as a result of our University requesting a change (and the employee being agreeable to this), will not count as one of the employee's three notices to book or vary leave.

6. **Early or late birth**

- 6.1 If your baby is born early, please contact HR Services who will be able to advise you on any impact on the dates of your shared parental leave/pay.
- 6.2 Under legislation, it is compulsory for the mother to take at least 2 weeks maternity leave following the birth. If your baby is born late and the date given to end maternity leave (curtailment notice) falls within the 2 week compulsory maternity leave period, the start date for shared parental leave must be delayed. This may impact on the number of weeks of shared parental leave and pay available to the partner. Please seek advice from HR Services in these circumstances.

7. **Employment Terms & Conditions during Shared Parental Leave**

- 7.1 If employees take a period of shared parental leave, this counts as continuous service and continuous service rights are not affected.
- 7.2 Employees are entitled to receive any increments and/or cost of living increases, which they would have been due, had they not been on shared parental leave.
- 7.3 Employees will accrue annual leave, including bank holidays whilst on shared parental leave. As this annual leave cannot be taken whilst employees are on shared parental leave, employees are encouraged to discuss and agree the arrangements for taking leave with their manager at an early stage (and should plan to take annual leave within the usual annual leave year where it is practical to do so). There is no entitlement to be paid for any undertaken annual leave.
- 7.4 Where shared parental leave crosses two annual leave years, annual leave may be carried forward to the next leave year following discussion and agreement with the manager. Such leave must be added to the end of the shared parental leave period and taken before the employee returns to work (or taken as part of a short term flexible working agreement).

7.5 Variable Hours Contracts

Employees on variable hours contracts accrue annual leave whilst on shared parental leave and will receive this accrued leave as holiday pay with their shared parental leave pay.

8. Pension Contributions during Shared Parental Leave

8.1 During shared parental leave, employee pension contributions will be based on the actual pay received and not salary payments prior to taking shared parental leave.

8.2 Employer pension contributions will be calculated on the same basis as those applicable prior to taking shared parental leave.

8.3 Once shared parental pay stops, no further pension contributions will be made until the employee returns to work. This period of leave will not be included as pensionable service. For any period of unpaid shared parental leave, it may be possible for an employee to make arrangements to pay back contributions, depending upon the rules of the occupational pension scheme. Further information on the implications of shared parental leave on pension contributions is available from HR Services.

8.4 Occupational pension scheme members will continue to be covered for death in service benefits during the entire period of shared parental leave.

9. Contact during Shared Parental Leave

9.1 During periods of shared parental leave, employees and managers may make reasonable contact with one another. The frequency and nature of the contact will depend on a number of factors, such as, the nature of the work and the post; any mutual agreement reached before shared parental leave commenced; and whether there is a need to communicate important information, for example changes in the workplace.

9.2 The contact between employees and their managers can be appropriately made in a range of ways, by telephone, email, letter or a meeting, (see also SPLIT days).

10. Shared Parental Leave in Touch (SPLIT) Days

10.1 Employees may by agreement with their manager, undertake up to a maximum of 20 days' paid work known as 'Shared Parental Leave in Touch' (SPLIT) days, during the shared parental leave period without it affecting their rights to shared parental leave or pay. These are equivalent to the 'Keeping in Touch' (KIT) days available during maternity leave.

10.2 The type of work that can be undertaken on a SPLIT day is a matter for agreement between employees and their managers. The days may be used for any activity ordinarily classed as work under the employee's contract and could be particularly useful in enabling for example, attendance at a conference, undertaking a training activity, attending a team meeting or to work part of a week to help employees return to their roles in a gradual way.

- 10.3 Any amount of work undertaken on a shared parental leave in touch day will count as one SPLIT day for the purposes of the 20 days' maximum.
- 10.4 SPLIT days are paid at the employee's normal daily rate (based on 1/365 of annual salary) and will be paid in either full or half days only. If an employee is receiving shared parental pay, it will continue to be paid for the week in which any SPLIT days are undertaken. Payment will be made through payroll and subject to tax, national insurance and pension contributions in the normal way. Employees must complete a claim form (Appendix 4) in order to claim payment for work undertaken on a SPLIT day.
- 10.5 Our University is not legally obliged to provide SPLIT days, nor are employees legally obliged to work them.

11. Returning to Work from Shared Parental Leave

- 11.1 Unless notified otherwise, it will be assumed that an employee's return to work date from a period of shared parental leave is as originally stated and as confirmed by HR Services.
- 11.2 However, if employees wish to return to work earlier than agreed, at least 8 weeks' notice must be given, in writing to their Manager and HR Services.
- 11.3 Should an employee fail to give the correct notice of an early return, the University may delay the return to work, to allow for the 8 week notice period.
- 11.4 Employees who take shared parental leave are entitled to return to the same job on the same employment terms and conditions as if they had not been on shared parental leave. Employees who are on shared parental leave will be consulted at an early stage where their post is subject to the University's Management of Change process and/or at potential risk or redundancy. For further information about redundancy protection during shared parental leave and the 18 month period following the birth/placement for adoption¹, please refer to our 'Management of Change Guidelines'.

12. [Related Policies and Documentation](#)

Adoption Leave Policy
Maternity Leave Policy
Paternity/Partner Leave Policy
Parental Leave Policy
Flexible Working Principles
Formal Flexible Working Request Policy
Time off for Public Duties and Special Leave Policy
Department for Business, Innovation and Skills guidance and online tools
<https://www.gov.uk/shared-parental-leave-and-pay>

Reviewed April 2024

¹ Redundancy protection during the 18 month period following the birth/placement for adoption only applies to employees who take more than 6 consecutive weeks of shared parental leave

APPENDIX 1 – SUMMARY OF SHARED PARENTAL PAY

Week	STATUTORY SHARED PARENTAL PAY (ShPP)	OCCUPATIONAL SHARED PARENTAL PAY	TOTAL SHARED PARENTAL PAY
1	Compulsory 2 week maternity/adoption leave period		
2			
3	Statutory weekly rate or a rate equivalent to 90% of average weekly earnings, whichever rate is the lower	90% of average weekly earnings minus ShPP	90% of average weekly earnings
4			
5			
6			
7			
8			
9			
10			
11	Statutory weekly rate or a rate equivalent to 90% of average weekly earnings, whichever rate is the lower	50% of average weekly earnings	50% of average weekly earnings plus ShPP
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31	Statutory weekly rate or a rate equivalent to 90% of average weekly earnings, whichever rate is the lower	N/A	ShPP only
32			
33			
34			
35			
36			
37			
38			
39			
40-52	N/A	N/A	Unpaid

NOTE: You are sharing the 37 weeks' pay with your partner. The rate of occupational Shared Parental Pay is linked to the date that the maternity/adoption leave is curtailed, not the date that you start Shared Parental leave.

APPENDIX 2 - NOTIFICATION OF ENTITLEMENT TO SHARED PARENTAL LEAVE

Please ensure that you have read the Shared Parental Leave Policy & Procedure before completing this form.

To take Shared Parental Leave (ShPL), you must complete this form with your partner. It captures the details required to confirm your eligibility for Shared Parental Leave (and pay, where applicable) and provides our University with early notice of the proposed dates on which you are considering taking Shared Parental Leave.

Through this form, you may provide proposed (non-binding) dates for Shared Parental Leave, or a formal request to book Shared Parental leave. ShPL cannot start until after the 2 week period of compulsory maternity/adoption leave following the birth/adoption has ended.

This form must be submitted to your manager and HR Services **at least 8 weeks** before the start date of the first period of Shared Parental Leave. You will also need to complete the relevant form to take maternity, adoption or paternity leave. These forms and related policies are available on our [HR A-Z](#) and [HR and Payroll forms](#) webpages.

Section 1 - Basic Details

Employee Name:		Pay Number:	
Job Title:		School/Service	
Please indicate if you are the mother/primary adopter of the child or the spouse/partner of the mother/primary adopter?			
Expected week of childbirth/date of placement for adoption			
Actual date of childbirth/date of placement for adoption (if known)			
Date on which the mother or primary adopter commenced (or will commence) maternity/adoption leave:			

Section 2 – Notice of Curtailment of Maternity/Adoption Leave

To create an entitlement to Shared Parental Leave, the mother/primary adopter must give notice to curtail their entitlement to maternity/adoption leave. **The curtailment date must be at least 2 weeks after the birth/adoption.**

Please complete **either** box **a)** or **b)** depending on whether you are:

a)	The mother or primary adopter	Date
I wish my maternity/adoption leave and/or pay (if applicable) to end on the following date:		
Signed:		Date:

b)	The partner (of the mother or primary adopter)	Date
I confirm my partner's maternity/adoption leave ended (or they have given formal notice for it to end) on the following date:		
Signed:		Date:

Total number of weeks of maternity leave and pay taken/to be taken (including at least 2 weeks of maternity/adoption leave following the birth/date of placement for adoption):	
---	--

Section 3 – Shared Parental Leave/Pay Details

You should only complete the field relating to Shared Parental Pay if you have checked in the Shared Parental Leave Policy that you are eligible to receive it (Note – eligibility criteria for SPL and ShPP differ).

Total Leave/Pay entitlement (both parents combined)	Weeks
Enter the total number of weeks of Shared Parental Leave available to both parents combined : (i.e. 52 weeks minus the number of weeks maternity/adoption leave/pay taken (or to be taken) as provided in Section 2):	
Enter the total number of weeks of Shared Parental Pay available to both parents combined : (i.e. 39 weeks minus the number of weeks maternity/adoption pay taken (or to be taken) as provided in Section 2). Please note that weeks of maternity pay includes weeks where Maternity Allowance (if applicable) is paid.	

How Leave/Pay will be shared (between each parent)	Leave	Pay
Number of weeks Shared Parental Leave/Pay you intend to take:		
Number of weeks Shared Parental Leave/Pay your partner intends to take:		
TOTAL		

Section 4 – Shared Parental Leave and Pay Proposed Dates (Non-binding)

Please provide the proposed start and end dates (in 1 week blocks) of the Shared Parental Leave (and Pay, only if eligible) that **you** intend to take. This should tally with the number of weeks you have indicated above.

Shared Parental Leave dates (to – from)	Total weeks	Shared Parental Pay dates (to – from)	Total weeks

Please tick either box a) or box b)

- a) The above dates are for information purposes only and are non-binding. [Once you are able to confirm your actual dates of ShPL and ShPP, please formally request these via email to [HR Services team](#)]
- b) I wish the provision of these dates to be treated as a formal request to book ShPL.

Section 5 – Occupational Shared Parental Pay

EMPLOYEE DECLARATION	
<p>Up to a maximum of 37 weeks of shared parental pay is available provided that you return to work for at least 3 full working months following your shared parental leave. The breakdown of shared parental pay that eligible employees may receive is:</p> <p>a) Weeks 3-10 90% of average weekly earnings (including ShPP) b) Weeks 11-30 50% of average weekly earnings (plus ShPP) c) Weeks 31-39 ShPP only</p> <p>If you do not return to work for at least 3 full working months following your shared parental leave, you are only entitled to the statutory ShPP elements (if applicable) of payments a) and b) outlined above.</p> <p>NOTE: Where the mother (or primary adopter) works elsewhere, the rate of occupational ShPP you receive from Leeds Beckett is linked to the date the maternity/adoption leave is curtailed, <u>not</u> the date you choose to take your ShPL. Please refer to the Employee Guidance for example scenarios.</p>	
<p>I would like to be paid payments a) and b) in full during my shared parental leave and I confirm that I would be prepared to re-pay any overpayment in full.</p>	
Signature:	Date:
OR	
<p>I would like to postpone payments a) and b) until I have returned to work and completed 3 full working months qualifying service, in which case only Statutory ShPP (if applicable) will be paid during my shared parental leave.</p>	
Signature:	Date:

Section 6 - Declarations of Eligibility

Declarations of eligibility must be provided by both the employee and their partner. **There are separate eligibility criteria for shared parental leave and shared parental pay.** Where both partners are employees of our University, each individual will need to complete and submit their own form to their manager and HR Services. Please read each section (Leave & Pay) and then tick if the statement applies before signing below;

Employee	
Declaration of Eligibility for Shared Parental Leave (SPL)	✓
I am the mother, adopter or father of the child or the spouse, civil partner or partner of the child's mother/adopter.	
At the date of the child's birth/adoption, I will share the main responsibility (with the other parent) for the care of the child.	
I confirm that the mother/adopter is/was entitled to statutory maternity/adoption leave and has ended or given notice to end their entitlement to this as detailed in Section 2 above.	
OR	
I confirm that the mother/adopter isn't/wasn't entitled to statutory maternity/adoption leave but they are/were entitled to statutory maternity/adoption pay or maternity allowance and have ended or given notice to end their entitlement to this as detailed in Section 2 above.	
OR	
I am the mother/primary adopter and I am/was entitled to statutory maternity/adoption leave and have ended or given notice to end my entitlement to this as detailed in Section 2 above.	
I had /will have a minimum of 26 weeks' continuous service at the end of the 15 th week before the child's expected due date/placement date and I intend to be employed by the University at the start of each period of Shared Parental Leave.	

Employee	
Declaration of Eligibility for Shared Parental Pay (SHPP)	
I confirm that the mother/adopter is /was entitled to statutory maternity/adoption pay or maternity allowance and has ended (or given notice to end) their entitlement to this as detailed in Section 2.	
OR	
I am the mother/adopter and I am/was entitled to statutory maternity/adoption pay or maternity allowance and have ended (or given notice to end) their entitlement to this as detailed in Section 2.	
I confirm that I have had/will have had average weekly earnings, for the period of 8 weeks leading up to and including the 15 th week before the child's expected due date/matching date, which were/will be no less than the Lower Earnings Limit in force for National Insurance Contributions .	
Summary	
I have correctly notified the University of my entitlement and will comply with the notice requirements, as outlined in the Shared Parental Leave Policy, for any periods of leave requested (or varied).	
The information I have provided is accurate and I will immediately inform the University if I cease to care for the child or if my eligibility to Shared Parental Leave changes/ceases.	
Signed:	Date:
Other Parent	
Declaration of Eligibility ✓	
I am the mother, adopter or father of the child or the spouse, civil partner or partner of the child's mother/adopter	
At the date of the child's birth/adoption, I will share the main responsibility (with the other parent) for the care of the child.	
I have worked/will work for at least 26 weeks out of the 66 weeks leading up to my child's due date/placement date and in that time earned/will earn at least £390 in total across 13 of the 66 weeks.	
I consent to the amount of Shared Parental Leave (and pay if applicable) that my partner wishes to take and confirm that Section 3 has been completed accurately.	
I consent to Leeds Beckett University processing the information provided within this declaration.	
I consent to Leeds Beckett University contacting my employer for the purpose of confirming the number of weeks of Shared Parental Leave that I plan to take/have taken.	
Other Parent	
Additional Declarations (if you are the mother/primary adopter) ✓	
I have ended or given notice to my employer to end my maternity /adoption leave entitlement (including my entitlement to statutory maternity/adoption pay or maternity allowance if applicable) and this has been correctly recorded by my partner in Section 2.	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay if applicable).	
I consent to Leeds Beckett University contacting my employer for the purpose of confirming the date of curtailment of my maternity leave.	
Additional Details (Required)	
Name:	NI Number:
Address:	
My employer name, address	
Signed:	Date:

For the purposes of confirming entitlement, the University retains the right, within 14 days of the SPL entitlement notification being given, to request evidence of a birth/adoption. Any information obtained for this purpose will be treated in strict confidence in line with Data Protection requirements and will be destroyed once any eligibility has been confirmed. **PLEASE RETURN YOUR COMPLETED FORM TO HRservicesteam@leedsbeckett.ac.uk**

APPENDIX 3 – REQUEST TO VARY/CANCEL SHARED PARENTAL LEAVE (INCLUDING BOOKING ADDITIONAL PERIODS OF SHPL)

Please ensure that you have read the Shared Parental Leave Policy & Procedure before completing this form.

This form should be used to cancel or vary a period of shared parental leave (and pay if applicable). You must give at **least 8 weeks’ notice** to your manager and HR Services of any variation to a period of leave.

Section 1 – Basic Details

Employee Name:	
Pay Number:	
Job Title:	
School/Service:	

Section 2 – Variation to Shared Parental Leave Booking

Original Shared Parental Leave/Pay Dates to be Varied or Cancelled

Start Date	End Date	Total weeks	
		Leave	Pay

New Shared Parental Leave/Pay Dates

Start Date	End Date	Total weeks	
		Leave	Pay

Section 3 – Summary of Shared Parental Leave /Pay Balance

Please provide details to summarise your Shared Parental Leave/Pay balance. Please only complete the Pay column if you are eligible.

	Leave	Pay
As stated in my Notification of Entitlement to Shared Parental Leave (or any subsequent notification to change my amount), the total amount of weeks I intend to take is:		
The amount the other parent intends to take/already taken:		
The amount I have already taken (prior to this request) is:		
This request amounts to a total of:		
If this request is approved, my remaining balance will be:		

Section 4 - Declaration

Both parents must sign this form to indicate their agreement to the new allocation of shared parental leave and pay.

I confirm that I agree to the variation(s) detailed above.

Signature of Employee:	
Date:	

Declaration of Other Parent

I confirm that I agree to the variation(s) detailed above.

Signature of other parent:	
Date:	

PLEASE RETURN YOUR COMPLETED FORM TO HR SERVICES, HRServicesteam@leedsbeckett.ac.uk

APPENDIX 4 – ‘SHARED PARENTAL LEAVE IN TOUCH’ (SPLIT) DAYS CLAIM FORM

By agreement with your manager, up to a maximum of 20 SPLIT days may be undertaken.

SPLIT days are paid at your normal daily rate (based on 1/365 of annual salary) and will be paid in either full or half days only. Any amount of work undertaken on a SPLIT day will count as one SPLIT day.

PERSONAL DETAILS	
Surname:	
First Name(s):	
Pay Number:	

SHARED PARENTAL IN TOUCH (SPLIT) DAYS RECORD

DATE	NUMBER OF HOURS WORKED

DECLARATION			
Signed by Employee:		Date:	
Signed by Manager:		Date:	
Manager’s Name:			

PLEASE RETURN THE COMPLETED FORM TO PAYROLL, Payroll@leedsbeckett.ac.uk