

Shared Parental Leave and Pay Fact Sheet

We understand the importance of shared parenting for the family and support families who wish to take up shared parental leave. This summary aims to provide the key points of our [Shared Parental Leave policy](#) and **assumes that you meet the eligibility criteria**. If you have any more questions or need further assistance, please reach out to HR Services team.



What is Shared Parental Leave?

Shared Parental Leave (SPL) gives parents more flexibility to share time off work to care for their child. Instead of one parent automatically having significantly more leave available to them than the other, parents can choose how to divide the time between them. Mothers and primary adopters give up some of their maternity/adoption leave and pay so that their partner can take it instead. For example, if 20 weeks of maternity leave and pay have been taken, then maternity leave can be ended so that the remaining 19 weeks of pay (and remaining weeks of leave) can be shared between both parents.

How do I get Shared Parental Leave Pay?

Maternity/adoption leave is always taken first and cannot be restarted once it has ended. Once maternity/adoption leave has ended, one or both parents can receive shared parental pay as long as less than 39 weeks of maternity/adoption pay have been taken.



I plan to take my Shared Parental Leave straight after my paternity/partner leave. Will I receive full pay?

If 12 or more weeks of maternity/ adoption leave will be taken then there are no weeks at full pay left to be taken as Shared Parental Pay. The rate of Shared Parental Pay that you receive depends on how many weeks of maternity/adoption leave and pay will be taken (and not when you take your Shared Parental Leave). See our [Employee Guidance](#) for an overview of how our Occupational Shared Parental Pay is calculated and example scenarios.



Can both parents take Shared Parental Leave at the same time?

Yes, both parents can take Shared Parental Leave at the same time, or at different times, depending on what works best for you.



How are the weeks of shared parental leave and pay shared?

You can only have each week of shared parental leave paid *once*, but both parents can take shared parental leave at the same time. If you are both off at the same time, then each week counts as two weeks of shared parental leave.

How much pay will I receive?

The amount of your Shared Parental Pay is directly linked to how many weeks of maternity/adoption leave will be taken. For example, if 20 weeks of maternity leave and pay will be taken, then there are 10 weeks of Shared Parental Pay at 50% of salary plus [Statutory Shared Parental Pay \(ShPP\)](#) and 9 weeks of ShPP remaining and available for you (as a Leeds Beckett employee) to take. The number of weeks will be reduced if your partner is also taking Shared Parental Leave. In this example, you will not receive any weeks at full pay.



How and when should I apply for shared parental leave?

You are encouraged to give early notification to your manager to enable your team to plan effectively. You must submit the [Shared Parental Leave Application form](#) to HR at least 8 weeks before the start date of the first period of Shared Parental Leave.