

Shared Parental Leave Policy.

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Policy

1. INTRODUCTION

As a key part of our business focus on "Workforce Care", BrisDoc recognises the importance of our employees achieving a good 'work-life balance'. We believe in creating a well-managed, flexible working environment that supports staff, promotes their welfare and development, and respects their need to manage a healthy and productive balance between their work and their life outside work.

In support of this commitment, this document sets out the procedure for Shared Parental Leave.

In line with our 4 focus areas, we are committed to:

Patient Care

- Ensuring that patient care is not compromised during any periods of shared parental leave.
- Understanding staff that have a better work-life balance are more motivated which impacts on the service they provide to our patients

Workforce Care

- Ensuring staff are cared for by having a flexible working environment that helps them balance their work with their personal lives.
- Ensuring staff on shared parental leave are kept up to date with any changes that may affect their role
- Training all managers in the process of shared parental leave
- Ensuring that all staff are treated fairly and not discriminated against when discussing shared parental leave.

Quality Care

- Ensuring we comply with the relevant employment legislation e.g. Shared Parental Leave Regulations 2014, Maternity and Adoption Leave Regulations 2014, Equality Act 2010, Employment Relations Act 1999, Employment Rights Act 1996
- Ensuring all pregnant and breast-feeding staff are appropriately risk-assessed in line with Health & Safety legislation

BrisDoc

Patient care by people who care

Resource Care

- Ensuring pregnant and breast-feeding staff have access to the necessary facilities and equipment within the base they work
- Ensuring legal compliance legislation in order to avoid discrimination claims

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2. RESPONSIBILITIES

2.1 BrisDoc Directorate

- Ensures that the aims and objectives of this policy are in keeping with statutory requirements.
- Ensures that these policies are carried out throughout the company and are available for all employees.

2.2 Employee

- To make all requests according to the procedures as outlined in this policy
- To understand and not abuse the support offered as outlined in this policy

2.3 Line Manager

- To inform the People Team when an employee wishes to use Shared Parental Leave
- To consider seriously all requests for Shared Parental Leave from team members and to ensure that arrangements agreed do not compromise patient, workforce or resource care.

2.4 Human Resources Department

- To ensure that all procedures are carried out correctly.
- To ensure that the procedures do not become subject to discrimination
- To record details of any Shared Parental Leave used.

2.5 Legal Responsibilities

BrisDoc is legally obligated to ensure that the following pieces of Legislation are taken into account when dealing with the procedures outlined in this policy.

- The Shared Parental Leave Regulations 2014
- The Shared Parental Pay (General) Regulations 2014
- The Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014
- Employment Rights Act 1996
- Child and Families Act 2014
- Equality Act 2010

BrisDoc will also ensure that all procedures are in line with its Equality and Diversity Policy.

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3. Shared parental leave and pay

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

Parents may share leave evenly or have one parent take on the majority of the caring responsibilities. Unlike maternity/adoption leave eligible employees can stop and start their SPL and return to work between periods of leave with each eligible parent able to submit up to three notices booking periods of leave.

This policy should also be seen as operating with the provisions on flexible working arrangements (e.g. Family-friendly & Flexible Working policy).

Who is Eligible for Shared Parental Leave?

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.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

For one or both parents to be eligible for SPL the mother must:

- Have a partner
- Be entitled to maternity/adoption leave; or to statutory maternity/ adoption pay or maternity allowance (if not eligible for maternity/adoption leave)
- Have curtailed, or given notice to reduce, their maternity/adoption leave, or their pay/allowance (if not eligible for maternity/adoption leave)

Any employee wishing to take SPL must:

- Still be working for BrisDoc at the start of each period of SPL
- Share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption
- Correctly notify BrisDoc of their entitlement and provide evidence as required
- Meet the 'continuity test' requiring them to have a minimum of 26 weeks' service with BrisDoc at the end of the 15th week before the child's expected due date/matching date and still be employed in the first week that SPL is to be taken.

The employee's partner must:

- meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 week period.

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4. Shared Parental Leave Entitlement

Eligible employees may be entitled to take up to a combined total of 50 weeks Shared Parental Leave 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 Shared Parental Leave system and take any remaining weeks as Shared Parental Leave.

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.

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.

The mother/adopter can commence SPL:

- After the legally required two weeks of maternity / adoption leave immediately following the birth / placement of the child has been taken.

The father/civil partner/partner/spouse can take SPL:

- After the mother/adopter has returned to work or;
- The mother has given notice to their employer that reduces their maternity/adoption leave, confirming when their maternity/adoption leave will come to an end. This leave may start immediately following the birth/placement of the child, but a choice may be made to exhaust any paternity leave entitlements first. Once Shared Parental Leave has been taken paternity leave / pay cannot be used.

SPL must be taken by the child's first birthday or first anniversary of place of adoption, any Shared Parental Leave not taken by then will be lost.

5. Notifying BrisDoc of an Entitlement to Shared Parental Leave

Any employee who is entitled to and intending to take Shared Parental Leave must give their line manager at least eight weeks written notification of their entitlement and intention to take to SPL. The notification (please see Appendix B) must include the following information:

- Name of employee
- Name of the other parent
- The date the child is expected to be born and the actual date of birth or, 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

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- The start date and end date of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available
- 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

The employee must also provide BrisDoc with a signed declaration (included within Appendix B) stating that:

- They meet, or will meet, the eligibility conditions and are entitled to take SPL
- 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
- Should they cease to be eligible they will immediately inform BrisDoc both verbally and in writing.

In addition to this the employee must also provide BrisDoc with a signed declaration (included in Appendix B) from their partner confirming the following information:

- Name, address and national insurance number (or a declaration that they do not have a national insurance number)
- 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
- They satisfy the 'employment and earnings test' – see section 2 above, and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee
- They consent to the amount of Shared Parental Leave that the employee intends to take
- They consent to BrisDoc's processing the information contained in the declaration form (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

6. Further Eligibility Evidence

Upon receiving a Shared Parental Leave entitlement notification, BrisDoc may within 14 days of receipt request the following information:

- 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 the 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

Following this request the employee then has a further 14 days to provide the information in order to be entitled to Shared Parental Leave.

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7. Fraudulent Claims

Where there is a suspicion that fraudulent information may have been provided by the employee or BrisDoc has been informed by the HMRC that a fraudulent claim was made, the matter will be investigated in accordance with BrisDoc's Disciplinary Policy and may result in disciplinary action and/or criminal investigation taking place.

8. Booking Shared Parental Leave

In addition to notifying the employer of entitlement to SPL / ShPP, the employee must also give notice to take the leave (please see Appendix B). In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL. 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 (see section 7.2 for more information).

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

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

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.

8.1 Continuous Leave Notification

Continuous leave is where a notification of a number of weeks are taken in a single unbroken period of leave e.g. six weeks in a row. The employee has the right to take a continuous block of leave as long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement – see Appendix B) and the employer has been given at least eight weeks' notice. The employee may submit up to three separate notifications for continuous periods of leave

8.2 Discontinuous Leave Notifications

Discontinuous leave is where a notification contains a request for two or more periods of leave. This means the employee will be 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 e.g. the employee wants to take six weeks SPL but work every other week for a period of three months.

Where the line manager has concerns over accommodating the notification, they need to arrange a meeting with the employee to discuss the notification with a view of reaching an arrangement that meets both the needs of the employee and BrisDoc - see section 8 for more information.

BrisDoc will consider a discontinuous leave notification but has the right to refuse it on business grounds. If the leave pattern is refused, the employee within 15 days of giving the notification can either withdraw it or can take the leave in a single continuous block.

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9. Discussions/Outcomes Regarding Shared Parental Leave

An employee who is considering taking SPL should in the first instance discuss this with the People Team so they are able to find out their potential entitlement and to talk about their plans. Following this discussion, the employee needs to notify their line manager in writing of their wish to take SPL, using Appendix B.

The line manager upon receiving a notification and booking notice to take SPL should arrange a meeting with the employee within 14 days of receiving the request to discuss the proposed leave in further detail. If the request is for discontinuous leave the line manager will need to discuss how this will work and whether any modifications are required.

Requests for discontinuous leave will be considered on a case-by-case basis taking into account the employee and business needs of the service. Consideration will be made in line with the 'Family Friendly and Flexible Working' policy. Agreeing to one request of discontinuous leave will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

Following the meeting the employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than 14 days after the leave notification was made. The request may be granted in full or in part e.g. BrisDoc may propose a modified version of the request.

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 they may decide to 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, they have until the 19th day from the date the original notification was given to choose when they want the period of leave to begin.

The leave cannot start any earlier 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.

10. Variations to Arranged Shared Parental Leave

The employee may vary or cancel an agreed and booked period of Shared Parental Leave, provided that they advise BrisDoc in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request. Any variation or cancellation made by the employee, including any 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, if the change is made as a result of either a child being born early, or BrisDoc

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requesting the leave be changed, and the employee agreeing to this, it will not count as further notification. Any variation will be confirmed in writing by BrisDoc.

11. Statutory Shared Parental Pay (ShPP)

If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the Shared Parental Leave period. Eligible employees may be entitled to take up to 37 weeks¹ 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, but this is dependent on the length and timing of the leave.

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 intend to care for the child during the week(s) 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 15th week before the child's expected due date or matching date which 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

Any written notice that advises of an entitlement for ShPP must include the following:

- 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 BrisDocs should they cease to be eligible

The written notification (see Appendix B) also needs to be accompanied by a signed declaration from the employee's partner confirming:

- Their agreement to the employee claiming ShPP and for BrisDoc's to process any ShPP payments to the employee

¹ 39 weeks statutory pay minus 2 weeks compulsory maternity leave

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- Where the partner is the mother/ adopter they have reduced their maternity/adoption pay or maternity allowance
- Where the partner is the mother/ adopter 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.

¹ 39 weeks statutory pay minus 2 weeks compulsory maternity leave

12. Occupational Shared Parental Pay

In order to make shared parental leave a realistic option for both parents, BrisDoc provides enhanced shared parental pay which mirrors our maternity/adoption pay, and to make this available to both parents.

Occupational Shared Parental Pay (OShPP) applies only to staff who are employed on a “regular hours” contract, i.e. it does not apply to staff that have a bank contract / casual workers agreement.

To qualify to receive OShPP, in addition to meeting the eligibility requirements for ShPP the the following criterion applies:

- You must have been employed by BrisDoc continuously (or had continuous employment which has subsequently transferred under TUPE to BrisDoc) for at least 52 weeks at the 11th week before the EWC. (Part weeks count as full weeks).
- You must remain employed by BrisDoc up to the commencement of shared parental leave.

How much Occupational ShPP (OShPP) can an employee receive?

LENGTH OF SERVICE / AVERAGE EARNINGS	AMOUNT OF PAY WHICH CAN BE SHARED
0 - 12 months service at the 11 th week before the Expected Week of Childbirth (EWC)	Statutory Shared Parental Pay (ShPP) only
12 - 24 months service at the 11 th week before the EWC PLUS average earnings equal to or above the lower earnings limit for NI	4* weeks full pay (inclusive of ShPP) 2 weeks half pay plus ShPP
24 - 36 months service at the 11 th week before the EWC PLUS average earnings equal to or above the lower earnings limit for NI	6* weeks full pay (inclusive of ShPP) 6 weeks half pay plus ShPP

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36 months service or more at the 11 th week before the EWC PLUS average earnings equal to or above the lower earnings limit for NI	6* weeks full pay (inclusive of ShPP) 18 weeks half pay plus ShPP
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* The mother/main adopter must take at least 2 weeks of maternity/adoption leave before they curtail it and so the full pay figure for ShPP is two weeks less than occupational maternity pay.

The actual amount which can be shared will depend on when the mother/main adopter chooses to curtail maternity/adoption leave.

BrisDoc requires you to return to work for a minimum period of 12 months before the OShPP allowance will become payable again e.g. for a second pregnancy.

13. Terms and Conditions During Shared Parental Leave

Your contract of employment continues throughout SPL. If you are employed on a fixed term basis and your contract is due to finish during a period of SPL please contact the People Team.

You are entitled to benefit from all your contractual terms and conditions – except wages or salary – throughout your entire SPL.

SPL counts towards your period of continuous employment for the purposes of entitlement to other statutory employment rights e.g. the right to a redundancy payment.

Pension contributions during SPL will depend on which pension scheme you belong to:

- Employees in the **NHS Pension**: Employer contributions will continue throughout your SPL based on your full rate of pay as though you were not absent. Employee pension contributions will continue during your period of paid leave based on the pay you are receiving, AND unpaid SPL based on the pay you were receiving directly before the period of no pay. As we are unable to make deductions during the period of **unpaid** SPL, contributions will be paid in arrears upon your return to work.
- Employees in the **NEST Pension**: Employer contributions will continue while you are in receipt of shared parental pay and will be based on the full rate of pay as though you were not absent. Employee pension contributions will continue during your period of paid leave based on the pay you are receiving. If you move into a period of unpaid leave no employer or employee contributions will be paid.

14. Annual Leave

Shared Parental Leave is granted in addition to an employee's normal annual holiday entitlement. You must discuss your annual leave entitlement fully with your manager before your SPL commences. Where your SPL crosses in to a new annual leave year, you are entitled to carry over all the annual leave entitlement, which you have accrued whilst on SPL. Upon returning to work you may either use the annual leave as time off or sell the days (or a proportion of) back to BrisDoc. If you choose to take the days as time off, you must use them

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within 15 months of returning to work. As with all requests for annual leave, this must be agreed in advance with your line manager who has the right to refuse if the request has a detrimental effect on service delivery i.e. if too many other people are also off at the same time. In the event that your request is refused BrisDoc will ensure that another time is made available within the 15-month period.

15. Contact During Shared Parental Leave

The employee can agree to work for BrisDoc, or attend training for up to 20 days during their Shared Parental Leave without bringing it 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. BrisDoc 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 Shared Parental Leave. Any work undertaken is a matter for agreement between BrisDoc and the employee. An employee taking a SPLIT day will receive full pay for the period 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 period in question. Any SPLIT days worked do not extend the period of SPL. An employee, in agreement with their line manager, may use SPLIT days to work part of a week during Shared Parental Leave. BrisDoc and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of Shared Parental Leave or to trial a possible flexible working pattern. SPLIT days are in addition to the 10 Keep in Touch (KIT) days available during maternity and adoption leave.

16. Returning to Work After Shared Parental Leave

The employee will have been formally advised in writing by BrisDoc of the end date of any period of SPL. The employee is then expected to return on the next working day after this date, unless they notify BrisDoc otherwise. If the employee is unable to attend work due to sickness or injury, then BrisDoc's normal sickness absence arrangements will apply. In any other case, late return without prior authorization will be treated as unauthorized absence. If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give BrisDoc at least eight weeks' notice of their date of early return. This will count as one of the employee's three notifications. If the employee has already used their three notifications to book and/or vary leave then BrisDoc does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

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Appendix A- Shared Parental Leave at a Glance.

The Shared Parental Leave process at a glance



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Appendix B – Notice of entitlement and intention to take shared parental leave

Employees wishing to take shared parental leave (SPL) to share the main caring responsibilities with the other parent/partner must submit this form to their Manager and the People Team **at least eight weeks** before the start date of the first period of SLP.

This is the first / second / third (please select) notice.

Section 1 – Basic Details

Employee name	
Department	
Continuous service start date	
Child's expected date of birth/date of placement for adoption	
Child's actual date of birth/date of placement for adoption (if known)	
Start date of mother/main adopter's maternity/adoption leave (or pay period*)	
End date of mother/main adopter's maternity/adoption leave (or pay period*)	

*the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave.

Section 2 - Shared Parental Leave Details

The total amount available is 52 weeks minus the number of weeks' leave/pay already taken by the mother/main adopter according to the dates given in the previous section. NB the mother is legally required to take the first 2 weeks as leave.

Total number of weeks' SPL available	
Number of weeks' SPL you intend to take	
Number of weeks' SPL the other parent intends to take	
Start and end dates of SPL that you intend to take	

Section 3 – Shared Parental Pay Details

The total amount of ShPP (ShPP) which may be available is 39 weeks minus the number of weeks' pay already taken by the mother/main adopter according to the dates given in Section 1.

Total number of weeks' ShPP available	
Number of weeks' ShPP you intend to claim	
Number of weeks' ShPP the other parent intends to claim	
Indication of start and end dates of you ShPP periods	

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Section 4 – Employee notice of curtailment of maternity/adoption leave

Complete this section if you are the employee named in this notice and you are the mother or main adopter. You must give at least eight weeks' notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child.

I wish my maternity/adoption leave to end on.....(insert date)

Section 5 – Employee declaration

I confirm that I meet the following conditions:

- I am the mother, father, or main adopter of the child, or the partner of the mother or main adopter
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child
- I have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- I intend to be in continuous employment until the week before any SPL is taken
- (If I am claiming ShPP) I have average weekly earnings equal to or above the Lower Earnings Limit over the eight-week period ending with the relevant week
- I agree to inform the company immediately if I cease to meet the conditions for entitlement to SPL or ShPP.

If you are the mother/main adopter:

- I have submitted a curtailment of maternity/adoption leave notice by completing Section 4 above

Name	
Signature	
date	

Section 6 - declaration of other parent

Name	
Address	
National Insurance Number	

I confirm that I meet the following conditions:

- I have least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- I have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to

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the relevant week

- I agree to inform your employee immediately if I cease to meet the two conditions above
- I consent to your employee taking SPP and ShPP as set out in Sections 2 and 3 above.

If you are the mother/main adopter

- I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or have given notice to my employer confirming when maternity/adoption leave will come to an end. to do so will have done so by the time your employee starts shared parental leave notice to their employer that reduces their maternity/adoption leave,

I consent to you processing the information contained in this declaration

Signed..... Date.....

Appendix C – Examples of Sharing of Shared Parental Leave and Pay

When Maternity leave is curtailed early and the parents opt into SPL, any untaken maternity leave and pay entitlement is converted to SPL and pay. This provides a pot of leave and pay which can be shared by both parents. Please note BrisDoc would only pay BrisDoc employees, the examples below are for illustration purposes only.

An employee’s right to OShPP can be found in section 11.

Example 1

Eligibility based on 36 months service or more at the 11th week before the EWC, PLUS average earnings equal to or above the lower earnings limit for NI therefore the total

Maternity leave ends after 4 weeks. The amount of SPL and pay available will be:

- 4 weeks at OShPP (full pay inclusive of ShPP)
- 18 weeks at OShPP (half pay plus ShPP)
- 13 weeks at ShPP
- 13 weeks unpaid

a) If both parents are BrisDoc employees with the relevant length of service:

Either parent can take 22 weeks at OShPP provided that this leave is taken within the first 26 weeks from the start of the Maternity Leave and that there are 22 weeks of ShPP available to use.

	Weeks 1 - 4	Weeks 5 - 8	Weeks 9-26	Weeks 27-39	Weeks 40 - 52
Mother works here	4 weeks Maternity leave OMP	At work	At work	13 weeks ShPP	13 weeks unpaid

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Partner works here		4 weeks OShPP at full pay	18 weeks OSHPP at half pay	At work	At work
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If they both wish to be off at the same time the OShPP will be split equally at 11 weeks each, statutory pay and periods of unpaid leave may also be taken together:

	Weeks 1 - 4	Weeks 5 - 6	Weeks 7- 15	Weeks 16 - 22	Weeks 23 -28	Weeks 29 - 52
Mother works here	4 weeks Maternity leave OMP	2 weeks OShPP at full pay	9 weeks OShPP at half pay	7 weeks ShPP	6 weeks unpaid	At work
Partner works here		2 weeks OShPP at full pay	9 weeks OShPP at half pay	6 weeks ShPP + 1 week unpaid	6 weeks unpaid	At work

b) If only one parent works at BrisDoc:

He or she can take 22 weeks at OShPP provided that this leave is taken within the first 26 weeks from the start of the Maternity Leave and that there are 22 weeks of ShPP available to use:

	Weeks 1 - 4	Weeks 5 - 8	Weeks 9-26	Weeks 27- 39	Weeks 40 - 52
Mother works here	4 weeks Maternity leave OMP	4 weeks OShPP at full pay	18 weeks OSHPP at half pay	At work	At work
Partner works elsewhere				13 weeks ShPP	13 weeks unpaid
	Weeks 1 - 4	Weeks 5 - 8	Weeks 9-26	Weeks 27- 39	Weeks 40 - 52
Mother works elsewhere	4 weeks Maternity leave	At work	At work	13 weeks ShPP	13 weeks unpaid
Partner works here		4 weeks OShPP at full pay	18 weeks OShPP at half pay	At work	At work

Again, it is possible that parents could be off together for all or some of the shared parental leave, for example:

	Weeks 1 - 4	Weeks 5 - 8	Weeks 9-21	Weeks 21- 25	Weeks 40 - 52
Mother works elsewhere	4 weeks Maternity leave	4 weeks ShPP	13 weeks ShPP	5 weeks unpaid	8 weeks unpaid
Partner works here		4 weeks OShPP at full pay	13 weeks OShPP at half pay	5 weeks OShPP at half pay	At work

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Example 2

Eligibility based on 24 - 36 months service or more at the 11th week before the EWC, PLUS average earnings equal to or above the lower earnings limit for NI therefore the total

Maternity leave ends after 10 weeks. The amount of SPL and pay available will be:

- 4 weeks at OShPP (half pay inclusive of ShPP)
- 25 weeks at ShPP
- 13 weeks unpaid

a) If both parents are BrisDoc employees with the relevant length of service:

Either parent can take 4 weeks at OShPP provided that this leave is taken within the first 14 weeks from the start of the Maternity Leave and that there are 4 weeks of ShPP available to use.

	Weeks 1 - 8	Weeks 9 - 10	Weeks 11- 14	Weeks 15 - 39	Weeks 40 - 52
Mother works here	8 weeks Maternity leave OMP (full pay)	2 weeks Maternity leave OMP (half pay)	At work	25 weeks ShPP	13 weeks unpaid
Partner works here			4 weeks OShPP at half pay	At work	At work

If both partners wish to be off at the same time the OShPP will be split equally at 2 weeks each, statutory pay and periods of unpaid leave may also be taken together:

	Weeks 1 - 8	Weeks 9 - 10	Weeks 11- 12	Weeks 13 - 25	Weeks 26 - 31
Mother works here	8 weeks Maternity leave OMP (full pay)	2 weeks Maternity leave OMP (half pay)	2 weeks OSHPP at half pay	13 weeks SShPP	6 weeks unpaid
Partner works here			2 weeks OSHPP at half pay	12 weeks SShPP work + 1 week unpaid	6 weeks unpaid

b) If only one parent works at BrisDoc:

He or she can take 4 weeks at OShPP provided that this leave is taken within the first 26 weeks from the start of the Maternity Leave and that there are 4 weeks of ShPP available to use:

	Weeks 1 - 8	Weeks 9 - 10	Weeks 11- 14	Weeks 15 - 39	Weeks 40 - 52
Mother works here	8 weeks Maternity leave OMP (full pay)	2 weeks Maternity leave OMP (half pay)	4 weeks OSsPP at half pay	At work	At work

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Partner works elsewhere				25 weeks ShPP	13 weeks unpaid
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	Weeks 1 - 10	Weeks 11-14	Weeks 15 -39	Weeks 40 -52
Mother works elsewhere	10 weeks Maternity leave	At work	25 weeks ShPP	At work
Partner works here		4 weeks OShPP at half pay	At work	13 weeks unpaid

Again, it is possible that parents could be off together for all or some of the shared parental leave, for example:

	Weeks 1 - 10	Weeks 11-14	Weeks 15 - 26	Weeks 27-32
Mother works elsewhere	10 weeks Maternity leave	4 weeks ShPP	11 weeks ShPP	6 weeks unpaid
Partner works here		4 weeks OShPP at half pay	10 weeks ShPP + 1 week unpaid	6 weeks unpaid

CHANGE REGISTER

Not applicable

RELATED POLICIES

The following policies are relevant to the procedures detailed in this policy:

- Maternity, Paternity and Adoption Policies
- Equality and Diversity
- Family-friendly & Flexible Working policy

Policy

Policy

1. Tables

Date	Reviewed and amended by	Revision details	Issue number