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1. Purpose

Shared Parental Leave enables parents to choose how to share the care of their child during its first year of birth. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay – the criteria and entitlements are the same as for the Local Authority's Maternity Scheme.

This policy sets out the rights and responsibilities of employees who wish to take Shared Parental Leave (**SPL**) and Shared Parental Pay (**ShPP**).

2. Executive Summary

Eligible employees are entitled to take up to 50 weeks SPL during the child's first year. The number of weeks available is calculated using the mother's entitlement to maternity leave of 52 weeks, minus the 2-week period that the mother is required to take directly after the birth.

To opt in to the SPL system the mother must first reduce her maternity leave entitlement, at which point the remaining weeks of the maternity leave period can be used as SPL.

A mother may reduce her entitlement to maternity leave by returning to work before the full entitlement of 52 weeks has been taken (8 weeks' notice of return is required), or she may give notice to curtail her leave at a specified future date.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The father/partner/spouse can take SPL immediately following the birth of the child, but may first choose to exhaust the 2 weeks' paid paternity leave entitlements, as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP. See Paternity Leave Guidance here:

The mother's partner can take leave while the mother is still using her maternity entitlements, provided that the total shared parental leave taken by both is no more than 50 weeks.

SPL will generally commence on the employee's chosen start date 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" sections below).

SPL must end no later than one year after the birth of the child. Any SPL not taken by the child's first birthday is lost.

This Procedure includes Maternity /Shared Parental Pay tables (Appendix 1) and a flow diagram of the procedure (Appendix 2).

3. Scope

This procedure applies to all directly employed permanent and temporary School employees who fulfil the criteria outlined below, and where schools have adopted the LA recommended procedure It does not apply to:

- Agency workers (see further clarification below).

SPL can only be used by the mother and either the father of the child or the spouse, civil partner or partner of the child's mother. Both partners must share the main responsibility for the care of the child at the time of the birth. If circumstances change, the School must be informed.

Additionally an employee seeking to take SPL must satisfy the following:

- the mother of the child must be entitled to statutory maternity or maternity allowance and must have ended or given notice to reduce her maternity entitlements;
- the employee must still be working for the School at the start of each period of SPL;
- the employee must have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date;
- 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 to have worked for at least 26 weeks and earned an average of at least £30 (subject to statutory change) a week in any 13 of those weeks;
- the employee must correctly notify the School of their entitlement and provide evidence as required (see section 5 below).

4. Legislation

Law relating to this document:

- 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

5. Process and Procedure

Notifying the School of an entitlement to Shared Parental Leave

To comply with the notification requirements, an employee must end their period of maternity leave and notify their line manager of their entitlement and intention to take SPL at least eight weeks before they can take any period of SPL. The eligibility criteria require the employee and their partner to provide the correct notification by completing SPL Form 1 (Ending Maternity Leave) and SPL Form 2 (Shared Parental Leave Opt-in).

Your line manager will liaise with HR before replying in writing to the request.

As soon as is practical following the birth of the baby, a copy of the baby's birth certificate should be forwarded to the School.

Requesting further evidence of eligibility

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

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead)
- a copy of the child's birth certificate (if not already supplied).

In order to be entitled to SPL, the employee must produce this information within 14 days of the School's request.

This requirement is fulfilled if Form SPL 2 (Shared Parental Leave Opt-in) has already been submitted.

Fraudulent claims

The School can, where there is a suspicion that fraudulent information may have been provided or where the School has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the School's Disciplinary Procedure.

Discussions regarding Shared Parental Leave

Should you require a discussion on SPL/ShPP before making a decision, you should contact your line manager in the first instance..

Booking Shared Parental Leave

In addition to notifying the School of entitlement to SPL/ShPP, an employee must also give notice to take the leave. This may be given at the same time as the notice of entitlement to SPL (SPL Form 2 -Shared Parental Leave Opt-in) or separately, after the notification of entitlement (SPL Form 3 - Shared Parental Leave Opt-in).

The employee has the right to submit three SPL Form 3 - Shared Parental Leave Opt-in notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between the periods of leave.

SPL can only be taken in complete weeks but may begin 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.

Continuous leave notifications

A notification can be for a period of **continuous leave**, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them and the School has been given at least eight weeks' notice.

Discontinuous leave notifications

A single notification may also contain a request for two or more periods of **discontinuous leave**, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).

The School will consider a discontinuous leave notification but has the right to refuse it, for example when a particular period would be hugely disruptive to service provision, but slightly different dates would be considerably less so. Where there is concern over accommodating the notification, the line manager will arrange a meeting with the employee and HR to discuss the notification and a mutually acceptable solution. The final decision will be taken by the line manager, in consultation with HR.. If the leave pattern is refused, the employee can either withdraw it within 15 days or can take the leave in a single continuous block.

If consideration is being given to periods of discontinuous leave, it may be sensible to discuss the requirements with the relevant manager first, before formally requesting the leave.

Responding to a Shared Parental Leave notification

The decision of the manager will be notified to the employee within 10 working days. The request may be granted in full or in part. For example, the manager may propose a modified version of the request.

If a discontinuous leave pattern is refused then the employee may withdraw the request on or before the 15th day after the notification was given or may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave should not start sooner than eight weeks from the date the original notification was submitted (though some leeway may be given in special circumstances). If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

Variations to arranged Shared Parental Leave

The employee may vary or cancel an agreed and booked period of SPL, provided that they advise the school in writing at least eight weeks before the date of any variation. Any new start date will not usually be sooner than eight weeks from the date of the variation request.

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 (from a maximum of 3 notifications). However, a change as a result of a child being born early, or as a result of the School requesting it be changed, and the employee being agreeable to the change, will not count as a notification and so will not reduce the total notifications available). Any such requests will be made to the line manager, who will liaise with HR and confirm their decision in writing.

Statutory Shared Parental Pay (ShPP)

Eligible employees may be entitled to up to 37 weeks ShPP. The amount of weeks available will depend on the amount by which the mother reduces her maternity pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave and will be in line with the School's Maternity Scheme.

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 must be entitled to statutory maternity pay or maternity allowance and must have reduced her maternity pay period or maternity allowance period;
- the employee must intend to care for the child during the weeks 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 of not less than the lower earnings limit in force for national insurance contributions. The School's Payroll service can supply further details as required.

- 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.

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 pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and an indication of when the employee expects to claim ShPP;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the School should they cease to be eligible.

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

- their agreement to the employee claiming ShPP and for the School to process any ShPP payments to the employee;
- (in the case where the partner is the mother) that they have reduced their maternity pay or maternity allowance;
- (in the case where the partner is the mother) that they will immediately inform their partner, who will then inform the School, should they cease to satisfy the eligibility conditions.

These requirements will be satisfied by completion of the relevant forms. Any ShPP due will be paid at a rate outlined in the School's Maternity Pay Scheme.

Note that payment of ShPP to the partner will be affected by the amount of time for which the mother has received payment. For example, if the mother has received (or is expected to receive) ShPP 20 weeks maternity or shared parental pay and the partner is planning on taking 15 weeks of ShPP, the partner's 15 weeks' ShPP will be at the rate specified in appendix 1 for weeks 20 to 35. This applies whether or not the SPL is taken sequentially or concurrently by the parents.

Contact during Shared Parental Leave

Managers will keep in regular contact with employees on SPL to ensure that they are briefed on major service developments and changes.

An employee can agree to work for the School (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. The School has no right to require

the employee to carry out any work or to agree to requests to work, and is under no obligation to offer the employee any work during SPL, but any work carried out will be at the employees normal pay rate.

Returning to work after Shared Parental Leave

The School will have notified the employee in writing of the end date of any period of SPL. The employee will return on the next working day after this date, unless they notify their line manager otherwise. If they are unable to attend work due to sickness the School's sickness absence procedure will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence and disciplinary action may be taken.

If the employee wishes to return to work earlier than the expected return date, they must provide a written notice, giving at least eight weeks' notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the School does not have to accept the notice to return early, though may do so.

On returning to work after SPL a parent will be entitled to return to the same job they held before commencing the last period of leave, though if the employee's post is subject to reorganisation during the absence, the School's Organisational Change Policy will come into effect.

Not returning to work after Shared Parental Leave

If, whilst on SPL leave, the employee receives Statutory Shared Parental Pay only, they will be able to keep all payments (unless an error has been made in payment or eligibility for the allowance ceased e.g. if taken into legal custody) if they decide not to return to work.

Any additional payments (i.e. the amount above the statutory payments) awarded under the Council's Shared Parental Pay scheme will be recovered by the Payroll Section if the employee does not return to work for the School for a period of at least 3 months. They will be contacted about how this will be arranged. Failure to repay will result in legal proceedings being taken to recover the monies. If the employee returns to work part time, this will not affect their ShPP as long as they work for at least 3 months after the Shared Parental Leave period comes to an end.

However, if they leave the service of the School on the grounds of redundancy (i.e. voluntary or compulsory redundancy), they will not be expected to repay any monies received whilst on maternity leave nor will they have to return to work for the requisite time period referred to earlier.

Other Matters

- 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 and contractual annual leave entitlement will continue to accrue. Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the School's contributions will be based on the salary that the employee would have received had they not been taking SPL. Schools will need to check with the Teachers Pensions & Schools Statistics Advisor Caroline Pullinger on 0207 3644405 that this applies to teachers pension also.
- If it appears that the employee is requesting discontinuous parental leave periods to avoid (e.g.) selection processes involved in the Organisational Change process, such periods of leave will be refused (subject to the School's statutory obligations).
- Agency workers are not directly eligible for the School's SPL/ShPP scheme, though they may be entitled to SPL through their partner.
- This policy applies equally to parents of adopted children; where the 2 policies differ, the Adoption Scheme will take precedence.

6. Roles and Responsibilities

It is the responsibility of employees to ensure that:

- (Subject to statutory time periods) as much notice as possible is given of requests for shared parental leave to minimise the effects of absence on service delivery.
- All forms are completed accurately and relevant changes in circumstances are brought to the School's attention as soon as possible
- All relevant documentation should be provided, as appropriate, in a timely manner.

It is the responsibility of management to:

- Seriously consider all requests for non-continuous parental leave and to allow wherever possible. Continuous parental leave is, within certain limits, a statutory right.

- To ensure that responses to all requests are made in good time (and certainly within the periods set out in this document).

7. Confidentiality and Governance

Information and statistics on shared paternity leave and pay will be recorded for monitoring purposes. Monitoring information that is reported will not identify individuals.

8. Associated Documents

All relevant forms and template letters are attached to this policy.

9. Further Information

In certain situations an employee's rights and requirements regarding SPL and ShPP may change. In these circumstances the School will abide by any statutory obligations and an employee should clarify any issues or queries with HR..

10. References

Detailed guidance on all aspects of Shared Parental Leave is available on the ACAS website, here: <http://www.acas.org.uk/index.aspx?articleid=5022>

11. Implementation

The right to share maternity leave and pay, as detailed within this document, began on 5th April 2015.

12. Monitoring

Within 1 year of implementation, this policy will be subject to a review by the School's HR Team, to identify:

- The take-up rate of shared parental leave
- Areas where the policy requires clarification or amendment.

13. Appendices

Appendix 1 – Maternity Pay Schedules

Appendix 2 – Flow Diagram of SSPL/ShPP

APPENDIX 1a: MATERNITY PAY – TABLE A

If you have worked for Local Government for at least 1 year* and have at least 26 weeks' continuous service with Tower Hamlets at the 15th week before the expected week of childbirth, you will be paid the following entitlements:

| Maternity Leave | COMP | Statutory Pay |
|---|---|---|
| 6 weeks | 90% average pay or 90% full pay, whichever is the greater | Includes 6 weeks higher rate SMP |
| 4 weeks | Full pay | Includes 4 weeks lower rate SMP |
| Up to 20 weeks | Half pay | Plus 20 weeks lower rate SMP (provided half pay and SMP are not more than full pay) |
| Up to 9 weeks | | 9 weeks lower rate SMP |
| Up to 13 weeks | Unpaid | |
| TOTAL = up to 52 weeks Maternity Leave | | |

IMPORTANT – Payroll Section will deduct MA whether or not you are entitled to it
e.g. if you have a second employer who is paying SMP.

Appendix 1b: MATERNITY PAY – TABLE B

If you have worked for Local Government for at least 1 year* but under 26 weeks for Tower Hamlets at the 15th week before the expected week of childbirth, you will be paid the following entitlements:

| Maternity Leave | COMP | Statutory Pay |
|---|--------------|---|
| 6 weeks | 90% full pay | Less MA |
| 4 weeks | Full pay | Less MA |
| Up to 20 weeks | Half pay | Provided half pay and MA are not more than full pay |
| Up to 22 weeks | Unpaid | |
| TOTAL = up to 52 weeks Maternity Leave | | |

IMPORTANT – Payroll Section will deduct MA whether or not you are entitled to it. There is no entitlement to SMP but may be able to claim MA from the local Benefits Agency if you have been working for any employer in the relevant period and have sufficient earnings. It is your responsibility to claim MA from a Benefits Agency.

Appendix 1c: MATERNITY PAY – TABLE C

You have worked for Local Government for less than 1 year* but have worked with Tower Hamlets for 26 weeks or more at the 15th week before the expected week of childbirth, you will be paid the following entitlements:

| Maternity Leave | COMP | Statutory Pay |
|---|----------|--|
| 4 weeks | Full pay | Includes 4 weeks higher rate SMP |
| 2 weeks | – | 2 weeks higher rate SMP |
| 6 weeks | Half pay | Plus 6 weeks lower rate SMP (provided half pay and SMP are not more than full pay) |
| Up to 40 weeks | Unpaid | Plus 27 weeks lower rate SMP |
| TOTAL = up to 52 weeks Maternity Leave | | |

SMP will be paid through the payroll as part of COMP on the normal pay day.

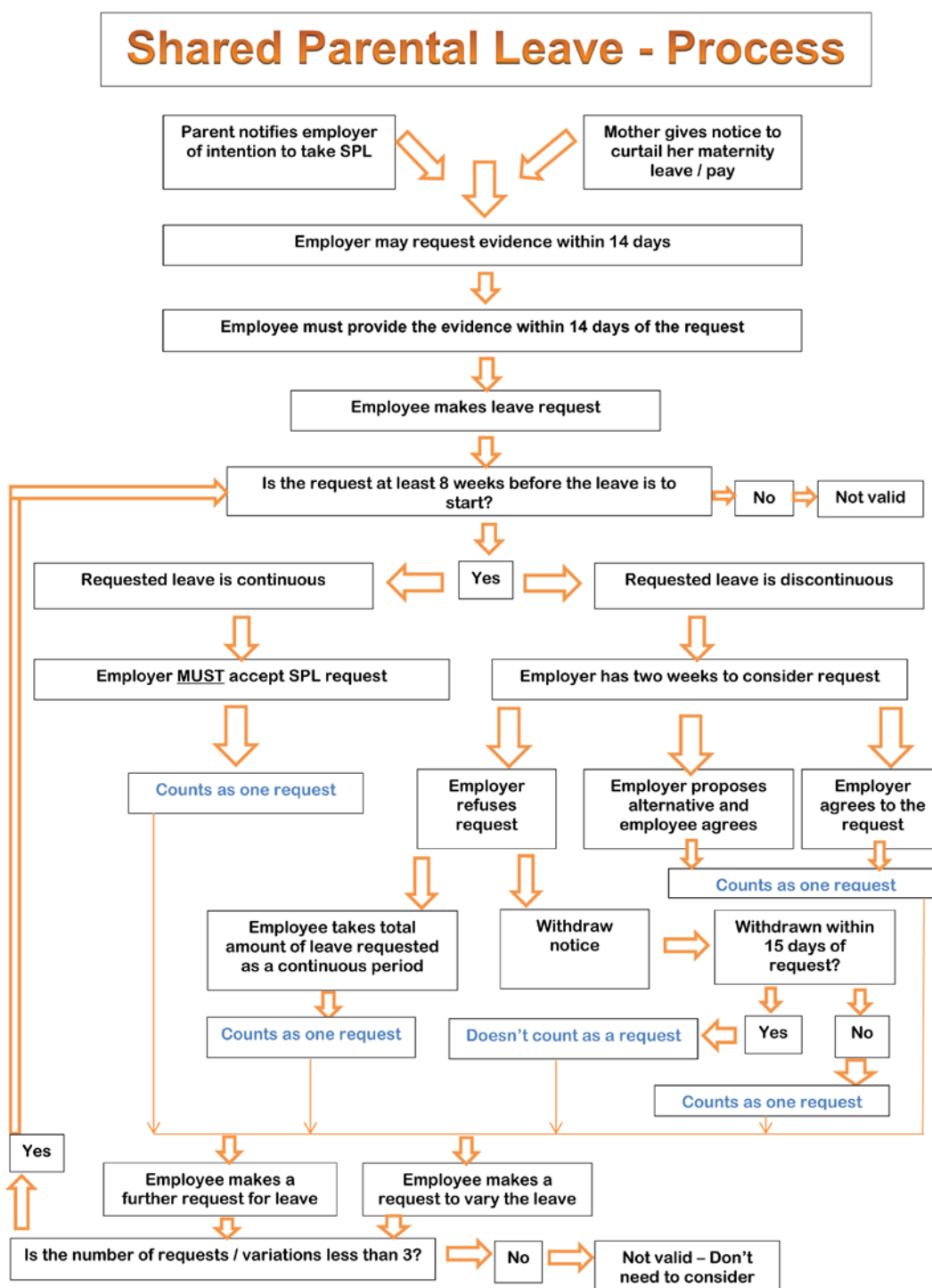
Appendix 1d: MATERNITY PAY – TABLE D

You have under 1 year's Local Government service* and less than 26 weeks continuous service with Tower Hamlets at the 15th week before the expected week of childbirth, you will be paid the following entitlements:

| Maternity Leave | COMP | Statutory Pay |
|---|----------|---|
| 4 weeks | Full pay | Less MA |
| 8 weeks | Half pay | Provided half pay and MA are not more than full pay |
| Up to 40 weeks | Unpaid | |
| TOTAL = up to 52 weeks Maternity Leave | | |

IMPORTANT – The Payroll Section will deduct MA whether or not you are entitled to it. If you are not entitled to SMP, you may be able to claim MA from the local Benefits Agency if you have worked for any employer in the relevant period and have sufficient earnings. It is your responsibility to claim MA from a Benefits Agency.

Appendix 2 – Flow Diagram



Shared Parental Leave Form 1- Ending Maternity Leave

Completing this form is the first part of the process for taking Shared Parental Leave. You should complete this form to bring your maternity/adoption leave and maternity/adoption pay to an end where you are opting into the shared parental leave scheme. Please read the guidance notes (which are included as part of this form) and the Shared Parental Leave/Pay Policy beforehand.

Once completed, this form should be sent to your line manager..

Name:

I would like my maternity* / adoption* leave to end on:
..... (leave curtailment date)

I would like my maternity* / adoption* pay to end on:
(pay curtailment date)

(* Delete as appropriate)

I am submitting a shared parental leave opt-in notice (SPL Form 2) with this notice. [Y/N]

OR

My partner has submitted a shared parental leave opt-in notice to his/her employer and I have completed the necessary declarations on that notice. [Y/N]

Signed.....

Date.....

Important notes:

1. You must give this notice at least eight weeks in advance of the curtailment date(s).
2. You cannot curtail maternity leave until at least two weeks and a day after the baby's birth. You cannot curtail adoption leave until at least two weeks after the start of the adoption leave.
3. If you submit this notice before the baby's birth, you can change your mind up to six weeks after birth (or before the curtailment date, whichever is sooner), if you tell us in writing.
4. You cannot curtail maternity or adoption leave less than one week before the end of the leave period, and you cannot curtail maternity or adoption pay less than one week before the end of the pay period.
5. Maternity and adoption pay can only be curtailed after a whole number of weeks.

SPL Form 2 - Shared Parental Leave Opt-in

Complete this form to opt in to the shared parental leave scheme following the birth of a child. Please see the Shared Parental Leave Policy for more information.

If you are adopting a child, you will need to complete this form as though you are the birth mother.

If you are the child's mother you must also submit **SPL Form 1** to bring your maternity leave and pay entitlement to an end.

If you need any help with this form, in particular in working out your shared parental leave entitlement in section C, please speak to your line manager in the first instance, who will liaise with HR. It may also be useful to discuss your proposed pattern of leave with your manager and/or HR before completing the form.

Once completed, this form should be sent to your line manager..

Section A: Basic information

Guidance notes. Shared parental leave may be shared between a child's mother and either the child's father or the person who, at the date of the child's birth, is her partner. Both parties must expect to share the main responsibility for the child's upbringing.

"Partner" means the mother's spouse, civil partner, or other person living with her in an enduring family relationship, but who is not her sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

| | | |
|----|---|--|
| A1 | Employee's name | |
| A2 | I am the child's mother*/child's father*/mother's partner* (*delete as appropriate) | |
| A3 | Child's expected week of birth | |
| A4 | Child's actual date of birth (if submitted after the baby's birth) | |
| A5 | Child's place of birth (if submitted after the baby's birth) | |

| | | |
|----|--|--|
| A6 | Child's name (if submitted after the baby's birth) | |
|----|--|--|

Section B: Maternity leave, statutory maternity pay or maternity allowance

Guidance notes. If you are the mother, please give your maternity leave (ML) and maternity pay (MP) dates below. If you are still on ML you must also submit a maternity leave curtailment notice (**SPL Form 1**) to bring your ML to an end.

If you are the child's father or the mother's partner, please give the mother's ML dates. If she is not entitled to statutory ML (for example, because she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML and/or SMP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.

Maternity pay can only be curtailed after a whole number of weeks. For example, if the maternity pay period started on a Wednesday, it can only be curtailed on a Tuesday.

These figures are needed in order to calculate your entitlement to shared parental leave and pay.

| | | |
|----|--|---|
| B1 | <p>I am taking or will take maternity leave*</p> <p>My partner is taking or will take maternity leave*</p> <p>My partner is not entitled to statutory maternity leave but is receiving or will receive statutory maternity pay or maternity allowance*</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>(*tick one only)</p> |
| B2 | Maternity leave start date | |
| B3 | Maternity leave end date (i.e. | |

| | | |
|----|--|--|
| | start of Shared Parental Leave period) | |
| B4 | Total maternity leave (weeks) at start of Shared Parental Leave period) | |
| B5 | Statutory maternity pay or maternity allowance start date | |
| B6 | Maternity pay or maternity allowance end date (i.e. start of Shared Parental Leave period) | |
| B7 | Total period of maternity pay or maternity allowance (weeks) | |

Section C: Shared parental leave

Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the mother's ML period. If she is not entitled to ML, it is 52 weeks minus the SMP or MA period (see section B). SPL must be taken in whole numbers of weeks. If you need help working this out please speak to your line manager who will liaise with HR..

You first period of shared parental leave cannot start until at least eight weeks after you submit this opt-in notice and specify the dates when you want to take your Shared Parental Leave, either by completing C4 and C5 below or submitting form **SPL3**.

| | | |
|----|--|--|
| C1 | Total SPL available (whole weeks). | |
| C2 | Number of whole weeks' SPL intended to be taken by you. | |
| C3 | Number of whole weeks' SPL intended to be taken by the person you will share SPL with. | |
| C4 | Indication of dates you would like to take shared parental leave*. | |
| | The dates in C4 will be treated as a non-binding until you give a | |

| | | |
|--|--|---------|
| | period of leave notice. Do you want to treat this form as notice to take SPL on the dates given in C4? If not you will need to complete SPL Form 3. | [Y / N] |
|--|--|---------|

* SPL can only be taken in complete weeks but may begin on any day of the week.

| Section D: Statutory shared parental pay | | |
|---|--|---------|
| Guidance notes. The total shared parental pay (ShPP) available is 39 weeks (see Shared Parental Leave Policy for variations) minus the number of weeks SMP or MA paid (or to be paid) to the mother (see section B). | | |
| D1 | Total ShPP available (whole weeks). | |
| D2 | Number of whole weeks' ShPP intended to be taken by child's mother. | |
| D3 | Number of whole weeks' ShPP intended to be taken by child's father/mother's partner. | |
| D4 | Indication of dates you would like to claim ShPP.* | |
| D5 | The dates in D4 will be treated as a non-binding until a notice to take ShPP is given. Do you want to treat this form as notice to claim Shared Parental Pay on the dates given in D4? If not you will need to complete SPL Form 3. | [Y / N] |

* SPL can only be taken in complete weeks but may begin on any day of the week.

Section E: School employee's declaration

Guidance notes.

This section is to be completed by the School's employee. The person taking shared parental leave with the employee should complete section F, below. If both people are school employees, the mother should complete this section and the partner, section F.

"Child" means the child referred to in Section A.

"Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

I am the child's mother and I am entitled to ML. I have submitted a curtailment of maternity leave notice (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).*

or

I am the child's father or the child's mother's partner.*

*(*delete one as applicable.)*

I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.

My normal weekly earnings in the eight-week period ending with the 15th week before the EWC were not less than the lower earnings limit (£111 for 2014-15). *(delete if not applicable)*

I expect to share the main responsibility for the care of the child with the person who has completed the declaration in Section F.

I intend to care for the child during each week that I am on shared parental leave and receiving ShPP.

I will immediately inform my Manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or ShPP.

The information I have given in this notice is accurate.

Signed

Date

Section F: Declaration by person taking shared parental leave with School employee

Guidance notes. "The employee" and "the child" are the employee and child referred to in Section A.

If the employee is the child's mother, you must be the child's father or the mother's partner.

If the employee is not the child's mother, you must be the child's mother.

"Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

| | |
|--|--|
| Name | |
| Address | |
| National Insurance number | |
| You employer's name and address (if employed) or your business address if self-employed. | |

I am the mother of the child and I am (or was) entitled to ML, SMP or MA. I have curtailed my ML, SMP or MA, or will have done so by the time your employee starts parental leave.*

or

I am the child's father.*

or

I am the partner of the child's mother.*

*(*delete as applicable)*

I expect to share the main responsibility for the care of the child with the employee.

I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the EWC.

My average weekly earnings are at least £30, taking the 13 highest-earning weeks in the 66 weeks immediately before the EWC.

I consent to the employee taking shared parental leave and claiming ShPP as set out in this notice and will immediately inform them if I cease to satisfy

any of the conditions in this declaration.

I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.

I attach a copy of the baby's birth certificate (if not already supplied to the Council).

Signed

Date

Once completed this form should be sent to your line manager