



HUMBERSIDE FIRE AND RESCUE SERVICE

# Human Resources

## Shared Parental Leave Policy

<b>Owner</b>	<b>Executive Director of People and Development</b>
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What we must  
do well



How we support our  
communities



We value and support  
the people we employ



We efficiently manage  
the Service

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## **1. INTRODUCTION**

This policy sets out the rights of employees to 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 SPL. There may also be an entitlement to some Shared Parental Pay.

SPL should not be confused with ordinary parental leave, which is unaffected by SPL.

The Service recognises that, from time to time, employees may have questions or concerns relating to SPL rights. The Service is committed to encouraging open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the SPL provisions are complex, if employees wish to take SPL, they should clarify the relevant procedures with the HR Team to ensure that they are followed correctly.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

To give Managers and staff information and guidance about employment rights and entitlements to shared parental leave relating to conditions of service and to provide the basis for a clear understanding of the nature of the period of leave, paid and unpaid, that will apply in particular circumstances; ensuring that its application across the Service is fair and consistent.

#### 4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- **Legal References**
  - Children and Families Act 2014
  - Equality Act 2010
  - The Shared Parental Leave Regulations 2014
  - Regulation 12A (2) of the Maternity and Parental Leave Regulations 1999 (SI 1999/3312)
- **National Guidance**
  - [Shared Parental Leave and Pay](#)

#### 5. WHO IS ELIGIBLE FOR SHARED PARENTAL LEAVE?

SPL can only be used by two people:

- the birth parent (mother)/primary 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 birth parent (mother)/primary adopter.

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

Additionally, if employees are seeking to take SPL they must satisfy each of the following criteria:

- The birth parent (mother)/primary adopter of the child must be/have been entitled to statutory maternity/adoption leave or, if not, must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements.
- Employees must still be working for the organisation at the start of each period of SPL.
- Employees must have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/adoption matching 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/adoption matching date have worked for at least 26 weeks and earned an average of at least £120 (this is correct as of 2021 but may change annually) a week in any 13 of those weeks.
- Employees must correctly notify the organisation of their entitlement and provide evidence as required.

## 6. SHARED PARENTAL LEAVE ENTITLEMENT

Employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the birth parent's (mother's)/primary adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

The birth parent (mother)/primary 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 birth parent (mother)/primary 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 the number of weeks of SMP, SAP or MA taken by the birth parent (mother)/primary adopter from 52.

SPL can commence as follows:

- The birth parent (mother)/primary adopter can take SPL after they have taken the compulsory two weeks of maternity/adoption leave immediately following the birth or adoption of the child(ren).
- The partner can take SPL immediately following the birth/placement of the child but may first choose to exhaust any paternity leave entitlements (as the eligible partner cannot take paternity leave or pay once they have taken any SPL).

Where a birth parent (mother)/primary adopter gives notice to curtail the maternity/adoption entitlement then the birth parent (mother)/primary adopter's partner can take leave while the birth parent (mother)/primary adopter is still using their maternity/adoption entitlements.

SPL will generally commence on the chosen start date specified in the request for SPL, or in any subsequent variation notice.

If employees are eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see below).

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

## 7. NOTIFYING THE ORGANISATION OF AN ENTITLEMENT TO SHARED PARENTAL LEAVE

If employees are entitled to, and intending to take, SPL, they must give their line manager and the Resource Management Team (RMT) notification of their entitlement and intention to take SPL at least eight weeks before they can take any period of SPL, using the appropriate notification form (see [Appendix A, B and C](#))

## **8. REQUESTING FURTHER EVIDENCE OF ELIGIBILITY**

The organisation 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).
- 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.

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

## **9. FRAUDULENT CLAIMS**

The Service can, where there is a suspicion that fraudulent information may have been provided, or where the organisation has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the Service's standard investigation and disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the [Equality Act 2010](#).

## **10. DISCUSSIONS REGARDING SHARED PARENTAL LEAVE**

If employees are considering/taking SPL they are encouraged to contact their line manager and/or HR Adviser to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and available support.

- On notification that an employee wishes to take SPL, their line manager may ask to have an informal discussion with them to talk about their intentions and how they currently expect to use their SPL entitlement.
- The purpose of the meeting is to discuss in detail the leave proposed and what will happen whilst they are away from work. Where it is a request for discontinuous leave, the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the Service, and what the outcome may be if no agreement is reached.

## **11. BOOKING SHARED PARENTAL LEAVE**

In addition to notifying HFRS of an entitlement to SPL/ShPP, employees must also give notice to take the leave.

Employees have the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either

- A single period of weeks of leave; or
- Two or more weeks of discontinuous leave, where an employee intends to return to work between periods of leave.

Employees may submit three notifications to book or vary leave.

SPL can only be taken in complete weeks but may begin on any day of the week. For example, if a week of SPL began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.

Employees 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.

## **12. 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).

Employees have 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 (specified in the notice of entitlement) and they have been given at least eight weeks' notice.

Employees may submit up to three separate notifications for continuous periods of leave.

## **13. 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 an employee returns to work (for example, an arrangement where they would take six weeks of SPL and work every other week for a period of three months).

Where there is concern over accommodating the request, the line manager may ask to discuss the notification with a view to agreeing an arrangement that meets both the employee's needs and the needs of the Service.

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

#### **14. RESPONDING TO A SHARED PARENTAL LEAVE NOTIFICATION**

Once line managers receive the leave booking notice, it will be dealt with as soon as possible, but a response will be provided to an employee no later than the 14th day after the leave request was made. The request may be granted in full or in part; for example, the Service may propose a modified version of the request.

All notices for continuous leave will be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the Service against any adverse impact to the business.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

If a discontinuous leave pattern is refused, then an employee may withdraw the request or may take the total number of weeks in the notice in a single continuous block. If they choose to take the leave in a single continuous block, they will have until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If an employee does not choose a start date, then the leave will begin on the first leave date requested in the original notification.

#### **15. VARIATIONS TO ARRANGED SHARED PARENTAL LEAVE**

Employees are permitted to vary or cancel an agreed and booked period of SPL, provided that they inform their line manager in writing, using the appropriate form (see [Appendix D, E and F](#)), 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 notification made by an employee, including notice to return to work early will usually count as a new notification reducing the right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the Service requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the Service.

#### **16. SHARED STATUTORY PARENTAL PAY (SHPP)**

Employees may be entitled to up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the birth parent

(mother)/primary adopter reduces their maternity/adoption 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.

In addition to meeting the eligibility requirements for SPL, if an employee is seeking to claim ShPP, they must further satisfy each of the following criteria:

- They 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.
- They must intend to care for the child during the week in which ShPP is payable.
- They must have average weekly earnings, for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date, that are not less than the lower earnings limit in force for national insurance contributions.
- They must remain in continuous employment until the first week of ShPP has begun.
- They must give proper notification in accordance with the rules set out below.

If an employee is entitled to receive ShPP they must give their line manager written notice advising of their entitlement to ShPP at least 8 weeks before it is intended to start it. Where possible, this should be part of the notice of entitlement to take SPL. (See [Appendix A, B and C](#)).

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- The start and end dates of any maternity/adoption pay or maternity allowance.
- The total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP.
- A signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the Service should they cease to be eligible.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

If an employee has a minimum of one year's continuous service they may be entitled to an enhanced rate of ShPP, consistent with that provided as Maternity Pay, based upon the point at which SPL is taken relative to the leave taken by the birth parent (mother)/primary adopter.

## **17. TERMS AND CONDITIONS DURING SHARED PARENTAL LEAVE**

All contractual benefits, except for remuneration, will be maintained throughout SPL and annual leave entitlement will continue to accrue.

Whilst on annual leave, an employee will not be able to claim ShPP but this will be compensated for by the fact that they will be receiving full pay. If they return to work on a job share basis, any current and outstanding annual leave will be calculated on a pro-rata basis.

## **18. RETURNING TO WORK AFTER SHARED PARENTAL LEAVE**

Employees will have been formally advised in writing by the Service of the end date of any period of SPL. They will be expected to return on the next working day after this date unless they notify the Service otherwise. If they are unable to attend work due to sickness or injury, the Service's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If an employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary their leave and must give the Service at least eight weeks' notice of their date of early return. This will count as one of their notifications. If they have already used their three notifications to book and/or vary leave then the Service does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, an employee will be entitled to return to the same job if their aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, and on the same terms and conditions of employment.

If the maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, an employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on no less favourable terms and conditions.

If an employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on their right to return and they will still be entitled to return to the same job as they occupied before taking the last period of leave, if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If they take a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, they will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

## **19. SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS**

Employees are entitled to 20 Shared Parental Leave in Touch (SPLIT) days to enable them and the employer to keep in touch with one another, without affecting leave or payment entitlements.

Regulation 12A (2) of the Maternity and Parental Leave Regulations 1999 (SI 1999/3312) provides that "any work carried out on any day shall constitute a day's work". This means that SPLIT days may be worked as half days, but each half day worked will count as a whole day. If an employee attends work for a one hour training session and does no other work on that day, they will have used up one of their keeping in touch, SPLIT, days.

SPLIT days do not have to be consecutive and can be used for any work-related activity including training, conferences or meetings.

Employees are not obliged to attend work for SPLIT days.

If an employee chooses to attend work, they will be paid their usual rate of pay for the applicable day, and the remainder of the week at the applicable ShPP pay rate.

Once the 20 SPLIT days have been used, an employee will lose a week's statutory pay for any week in which they do work, even if it is for only one day or less than a day. If a week contains, for example, the last of the 20 KIT days and a further day of work, the employee will lose that week's statutory pay.

If an employee wants to take SPLIT days they should contact their line manager in the first instance to discuss what would suit both the employee and the organisation and to decide on dates. The line manager will then notify the SSC of the dates the employee will be in work so that their pay can be paid at the usual pay rate, rather than at the SPL rate.

## **20. SPECIAL CIRCUMSTANCES AND FURTHER INFORMATION**

If you are having a child through a surrogacy arrangement; subject to your specific situation and meeting the eligibility criteria you may be eligible for SPL and ShPP

Further details can be sought by checking the [Shared Parental Leave and Pay](#) government website or by contacting the HR Team.

In certain situations, an employee's rights and requirements regarding SPL and ShPP may change. In these circumstances the Service will abide by any statutory obligations and employees will be able to clarify any issues or queries with the HR Team.

Please refer to [Appendix G](#) – Shared Parental Leave Process map for clarification on this policy.

**If you require any further guidance in relation to this policy,  
please contact Human Resources**

**APPENDIX A: EMPLOYEES NOTIFICATION TO HFRS OF ENTITLEMENT TO SHARED PARENTAL LEAVE & SHARED PARENTAL PAY: BIRTH PARENT (MOTHER)**

<b>SHARED PARENTAL LEAVE: NOTICE OF ENTITLEMENT AND INTENTION BIRTH PARENT (MOTHER)</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner. (*Denotes delete as applicable).</p>	
<b><u>Section A: information to be provided by employee</u></b>	
<b>My partner's name is:</b>	
<b>My maternity leave started/is* expected to start on:</b>	
<b>My maternity leave ended/is expected* to end on:</b>	
<b>My child's expected week of birth is/child was born on*:</b>	
<b>The total amount of shared parental leave my partner and I have available is:</b>	
<b>I intend to take the following number of weeks' shared parental leave:</b>	
<b>My partner intends to take the following number of weeks' shared parental leave:</b>	

<b>I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):</b>	
<b>The total amount of shared parental pay (if applicable) my partner and I have available is:</b>	
<b>I intend to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>My partner intends to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>I intend to take shared parental pay on the following dates (if applicable):</b>	
<b><u>Section B: declaration to be completed by employee</u></b>	
<b>I satisfy/will satisfy* the following eligibility requirements to take shared parental leave:</b>	
<b>I have/will have* 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation.</b>	
<b>At the date of the child's birth, I have/will have* the main responsibility, apart from my partner, for the care of the child.</b>	

<b>I am entitled to statutory maternity leave in respect of the child.</b>	
<b>I have complied with the organisation's maternity leave curtailment requirements/returned to work before the end of my statutory maternity leave period* and will comply with the organisation's shared parental leave notice and evidence requirements.</b>	
<b>The information that I have provided is accurate.</b>	
<b>I will immediately inform the organisation if I cease to care for the child.</b>	
<b><u>Section C: declaration to be completed by employee's partner</u></b>	
<b>My name is:</b>	
<b>My address is:</b>	
<b>My national insurance number is/I do not have a national insurance number*:</b>	
<b>I satisfy/will satisfy* the following eligibility requirements to enable the birth parent (mother) to take shared parental leave:</b>	
<b>I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth.</b>	
<b>I have average weekly earnings of at least £120 for any 13 of those 66 weeks.</b>	

<b>At the date of the child's birth, I have/will have* the main responsibility, apart from the birth parent (mother), for the care of the child.</b>	
<b>I am the father of the child, or am married to, the civil partner of, or the partner of, the birth parent (mother).</b>	
<b>I consent to the amount of shared parental leave that the birth parent (mother) intends to take.</b>	
<b>I consent to your organisation processing the information provided in this form.</b>	
<b><u>Section D: signatures</u></b>	
<b>Signed Birth Parent (mother):</b>	
<b>Dated Birth Parent (mother):</b>	
<b>Signed (partner):</b>	
<b>Dated (partner):</b>	
<p><b>Notes:</b>          The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.          This notice is to allow the organisation to check that you are entitled to shared parental leave and to provide the organisation with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the organisation a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.</p>	

**APPENDIX B: EMPLOYEES NOTIFICATION TO HFRS OF ENTITLEMENT TO SHARED PARENTAL LEAVE & SHARED PARENTAL PAY: CHILDBIRTH - PARTNER**

<b>SHARED PARENTAL LEAVE: NOTICE OF ENTITLEMENT AND INTENTION (PARTNER)</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.  <i>(* denotes need to delete as appropriate)</i></p>	
<b><u>Section A: information to be provided by employee</u></b>	
<b>The birth parent (mother's) name is:</b>	
<b>The birth parent (mother's) maternity leave started/is expected to start* on:</b>	
<b>The birth parent (mother's) maternity leave ended/is expected to end* on:</b>	
<b>The birth parent (mother) received/is expected* to receive the following periods of statutory maternity pay/maternity allowance*:</b>	
<b>My child's expected week of birth is/child was born on*:</b>	
<b>The total amount of shared parental leave the birth parent (mother) and I have available is:</b>	

I intend to take the following number of weeks' shared parental leave:	
The birth parent (mother) intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take): <i>(non-binding):</i>	
The total amount of shared parental pay (if applicable) the birth parent (mother) and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The birth parent (mother) intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable) <i>(non-binding):</i>	
<b><u>Section B: declaration to be completed by employee</u></b>	
I declare that I satisfy/will satisfy* the following eligibility requirements to take shared parental leave:	

<p><b>I had/will have* 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take; I will have remained in continuous employment with the organisation.</b></p>	
<p><b>At the date of the child's birth, I had/will have* the main responsibility, apart from the birth parent (mother), for the care of the child.</b></p>	
<p><b>I will comply with the organisation's shared parental leave notice and evidence requirements.</b></p>	
<p><b>The information that I have provided is accurate.</b></p>	
<p><b>I am the father of the child, or am married to, the civil partner of, or the partner of, the birth parent (mother).</b></p>	
<p><b>I will immediately inform the organisation if I cease to care for the child or if the child's birth parent (mother) informs me that she has revoked the curtailment of her maternity leave or pay period.</b></p>	
<p><b><u>Section C: declaration to be completed by the birth parent (mother)</u></b></p>	
<p><b>My name is:</b></p>	
<p><b>My address is:</b></p>	

<b>My national insurance number is/I do not have a national insurance number*:</b>	
<b>I satisfy/will satisfy* the following eligibility requirements to enable my partner to take shared parental leave:</b>	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth.	
I have average weekly earnings of at least £120 for any 13 of those 66 weeks.	
At the date of the child's birth, I had/will have* the main responsibility, apart from my partner, for the care of the child.	
I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child.	
I have curtailed my maternity leave/returned to work before the end of my statutory maternity leave period*	
<b>I consent to the amount of shared parental leave that my partner intends to take.</b>	
<b>I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable).</b>	
<b>I consent to your organisation processing the information provided in this form.</b>	

**Section D: signatures**

**Signed (partner):**

**Dated (partner):**

**Signed Birth Parent (mother):**

**Dated Birth Parent (mother):**

**Notes:**

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the organisation to check that you are entitled to shared parental leave and to provide the organisation with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the organisation a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.

**APPENDIX C: EMPLOYEES NOTIFICATION TO HFRS OF ENTITLEMENT TO SHARED PARENTAL LEAVE & SHARED PARENTAL PAY: ADOPTION**

<b>SHARED PARENTAL LEAVE: NOTICE OF ENTITLEMENT AND INTENTION FOR PRIMARY ADOPTER (ADOPTION WITHIN THE UK)</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner. (* denotes need to delete as appropriate).	
<b><u>Section A: information to be provided by employee</u></b>	
<b>My partner's name is:</b>	
<b>For Primary Adopter only:</b> <b>My adoption leave started/is expected to start on*:</b>	
<b>For Primary Adopter only:</b> <b>My adoption leave ended/is expected to end* on:</b>	
<b>We were notified of having been matched for adoption with the child on:</b>	
<b>The child is expected to be/was* placed for adoption with me on:</b>	
<b>The total amount of shared parental leave my partner and I have available is:</b>	

<b>I intend to take the following number of weeks' shared parental leave:</b>	
<b>My partner intends to take the following number of weeks' shared parental leave:</b>	
<b>I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):</b>	
<b>The total number of weeks shared parental pay (if applicable) my partner and I have available is:</b>	
<b>I intend to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>My partner intends to take the following number of weeks' shared parental pay (if applicable):</b>	
<b>I intend to take shared parental pay on the following dates (if applicable):</b>	
<b><u>Section B: declaration to be completed by employee</u></b>	
<b>I satisfy/will satisfy* the following eligibility requirements to take shared parental leave:</b>	
<b>I had/will have* 26 weeks' continuous employment ending with the week in which I was notified of having been matched for adoption with the child and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation.</b>	

At the date the child is placed for adoption, I had/will have* the main responsibility, apart from my partner, for the care of the child.	
For Primary Adopter only: I am entitled to statutory adoption leave in respect of the child.	
For Primary Adopter only: I have complied with the organisation's adoption leave curtailment requirements/returned to work before the end of my statutory adoption leave period* and will comply with the organisation's shared parental leave notice and evidence requirements.	
The information that I have provided is accurate.	
I will immediately inform the organisation if I cease to care for the child.	
<b><u>Section C: declaration to be completed by employee's partner</u></b>	
My name is:	
My address is:	
My national insurance number is/I do not have a national insurance number*:	
I satisfy/will satisfy* the following eligibility requirements to enable the primary adopter to take shared parental leave:	
I had/will have* been employed or been a self-employed earner in at least 26 of	

the 66 weeks immediately preceding the week in which the primary adopter is notified of having been matched for adoption with the child.	
I have/will have* average weekly earnings of at least £120 for any 13 of those 66 weeks.	
At the date the child is placed for adoption, I had/will have* the main responsibility, apart from the primary adopter, for the care of the child.	
For adoption partner only:  I am married to, or the civil partner or the partner of, the primary adopter.	
I consent to the amount of shared parental leave that the primary adopter intends to take.	
I consent to your organisation processing the information provided in this form.	
<b><u>Section D: signatures</u></b>	
Signed Primary adopter:	
Dated Primary adopter:	
Signed (partner):	
Dated (partner):	
<b>Notes</b>	

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the organisation to check that you are entitled to shared parental leave and to provide the organisation with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the organisation a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the organisation a variation notice.

## APPENDIX D: NOTICE OF VARIATION OF SPL PERIOD

SHARED PARENTAL LEAVE: VARIATION OF PERIOD OF LEAVE NOTICE	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I previously provided the organisation with notice of my proposed shared parental leave in a period of leave notice dated [date]. I now wish to amend my shared parental leave request.</p>	
<p><b>I had already notified the organisation in my period of leave notice or a variation of period of leave notice (if applicable) that I would be taking the following periods of shared parental leave:</b></p>	
<p><b>I now intend to take shared parental leave on the following dates instead (please include the start and end dates for each period of leave that you now intend to take):</b></p>	
<p><b>I have already notified the organisation of the following periods of statutory shared parental pay (if applicable):</b></p>	
<b>Signed:</b>	
<b>Dated:</b>	

**Notes**

This notice is to amend a period of shared parental leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form.

The organisation recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend your requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.

You and your partner must take any shared parental leave within 52 weeks of the birth of your child.

**APPENDIX E: FORM FOR BIRTH PARENT (MOTHER) TO CURTAIL HER  
MATERNITY LEAVE TO TAKE SHARED PARENTAL LEAVE**

<b>SHARED PARENTAL LEAVE: MATERNITY LEAVE CURTAILMENT NOTICE</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to bring my ordinary/additional maternity* leave and statutory maternity pay* to an end to be able to take shared parental leave. I have also completed a form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take*.</p>	
<b>I wish to end my ordinary/additional* maternity leave on:</b>	
<b>I wish my statutory maternity pay period (if applicable) to end on:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes:</b> You should complete and submit this form alongside <b>the form for a birth parent (mother) to provide a notice of entitlement and intention to take shared parental leave</b> (Form 3b) or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take.</p> <p>Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances. The date on which you end your maternity leave must be at least:</p> <ul style="list-style-type: none"> <li>• eight weeks after the date on which you provide this notice to the organisation;</li> <li>• two weeks after you give birth; and</li> <li>• one week before what would have been the end of your additional maternity leave</li> </ul>	

**APPENDIX F :FORM FOR PRIMARY ADOPTER TO CURTAIL THEIR ADOPTION LEAVE TO TAKE SHARED PARENTAL LEAVE**

<b>SHARED PARENTAL LEAVE: ADOPTION LEAVE CURTAILMENT NOTICE</b>	
<b>Name of employee:</b>	
<b>Job title:</b>	
<p>I wish to bring my ordinary/additional* adoption leave and statutory adoption pay* to an end to be able to take shared parental leave. I have also completed a form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take*.</p>	
<b>I wish to end my adoption leave on:</b>	
<b>I wish my statutory adoption pay period (if applicable) to end on:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<p><b>Notes:</b> You should complete and submit this form alongside HFRS's <u>Form for a primary adopter to provide a notice of entitlement and intention to take shared parental leave (adoptions within the UK)</u> (Form 3 (c)), or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take.</p> <p>Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your adoption leave curtailment notice only in limited circumstances. The date on which you end your adoption leave must be at least:</p> <ul style="list-style-type: none"> <li>• two weeks after the first day of your ordinary adoption leave period;</li> <li>• eight weeks after the date on which you gave the adoption leave curtailment notice to the organisation; <b>and</b></li> <li>• one week before what would be the end of the additional adoption leave period.</li> </ul>	

## APPENDIX G: SHARED PARENTAL LEAVE PROCESS MAP

