



University of  
St Andrews

## Shared parental leave policy

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## 1. What is Shared Parental Leave

- 1.1 Eligible parents of children due or placed for adoption, on or after 5 April 2015, have the right to take Shared Parental Leave (SPL). SPL may support an employee's work life balance and childcare commitments as it allows eligible parents to share up to 50 weeks of leave within the first year following birth or adoption. SPL can be taken provided that the mother/principal adopter has reduced or agreed to reduce their entitlement to Maternity/Adoption Leave and Pay. Any remaining entitlement to maternity/adoption leave is converted into SPL. The mother/principal adopter can share their leave with only **one** other person.
- 1.2 Using SPL, both parents can take leave at the same time or they may wish to alternate between periods of leave and periods of work.

## 2. What happens to Maternity/Adoption/Paternity/Parental Leave

- 2.1 Employees will remain entitled to take Maternity, Paternity, Parental or Adoption leave subject to the eligibility criteria. However, an eligible employee may now choose to reduce their maternity/adoption leave and opt into SPL.
- 2.2 A birth mother must take at least 2 weeks of compulsory maternity leave after the birth of her child before the leave can be curtailed. An adopter, or the parental order parent in surrogacy, must take at least 2 weeks of compulsory adoption leave before it can be curtailed.
- 2.3 Entitlement to Paternity leave ceases once an employee commences SPL.
- 2.4 SPL should not be confused with Unpaid Parental leave which gives eligible employees up to 18 weeks' unpaid leave. The [Parental Leave Policy](#) provides further information on this entitlement.

## 3. Eligibility for SPL

- 3.1 SPL can only be used by two people. To qualify the following must be satisfied:

1	<b>Be either:</b>	• The child's mother/primary adopter <b>or</b>
		• The biological father of the child (in the case of birth) <b>or</b>
		• The spouse, civil partner or partner of the child's mother/ adopter (where the child's father does not share the main responsibility with the mother/adopter). This includes someone, of either sex, who lives with the mother and the child in an enduring family relationship but who is <b>not</b> the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, cousin, niece or nephew.
2	<b>Both parties must</b> share the main responsibility for the care of the child at the time of the birth/placement for adoption.	
3	• The mother/adopter of the child must be entitled to statutory maternity/adoption leave or to statutory maternity/adoption pay or maternity allowance and must have given notice to reduce any maternity/adoption entitlements;	
	• You must be an employee of the University and still working for the University at the start of each SPL period;	

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>You must have been continuously employed with the University for at least 26 weeks by the 15th week before the child's expected due date/matching date (or, if your baby is born early, you would have been continuously employed until the 15th week);</li> </ul>        |
|  | <ul style="list-style-type: none"> <li>Your 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 to have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks;</li> </ul> |
|  | <ul style="list-style-type: none"> <li>You and the other party must correctly notify the University of their entitlement and provide evidence as required.</li> </ul>  |

3.2 Examples of SPL can be found in [Appendix B](#).

#### 4. SPL Allowance

- 4.1 Eligible employees may be entitled to take up to 50 weeks SPL which must end no later than one year after the birth or placement of the child. Any SPL not taken within the first year will be lost.
- 4.2 The amount of SPL available is determined by the amount of unused maternity/adoption leave at the point the mother/adopter chooses to end their entitlement to it. The maternity/adoption leave can be ended at any time provided the compulsory leave has been completed. The remainder is converted into SPL which can be shared between both parents. Where both parents are entitled to SPL they can transfer the leave between them; this can only be done with the consent of both parents. The University must be notified of any change to the number of weeks of SPL allocated to an employee as a result of transferring leave to or from their partner.
- 4.3 If the mother/adopter is not entitled to maternity/adoption leave but is still entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA) then providing they choose to end their entitlement before they have used the full 39 week allowance, their partner will still be entitled to take the remaining weeks (up to maximum of max of 50 weeks) as SPL. This situation may arise, for example, if a mother resigns following birth or adoption. Their partner would receive up to 50 weeks of SPL, less the number of weeks of SMP, SAP or MA already taken by the mother/adopter.
- 4.4 There may be situations where one parent qualifies for SPL but the other does not. In this instance the eligible parent is still permitted to take SPL subject to the criteria as it allows more flexibility than remaining on maternity or adoption leave.
- 4.5 The entitlements are the same for single and multiple births as well as multiple adoptions that occur in a single placement.

#### 5. Shared Parental Pay (ShPP) allowance

- 5.1 The amount of ShPP an eligible employee will be able to take will depend on the amount of Statutory Maternity/Adoption Pay (SMP/SAP) or Maternity Allowance (MA) that the mother/adopter has already taken at the point that they have ended their entitlement. They will have had an entitlement of 39 weeks, so providing they have not used the full amount, any remaining weeks will be available as ShPP.
- 5.2 Where both parents are eligible for SPL and ShPP, then it is for them to decide (and notify their employers) on how the ShPP will be shared. The University must be notified of any change to the way parents wish to share the ShPP between each other.

**You will be entitled to the ShPP as follows:**

- 39 weeks paid minus number weeks already taken as SMP/SAP or MA. *Maximum number will be 37.*
- 13 weeks unpaid

**5.3 To be eligible for ShPP you must satisfy the following criteria:**

1	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;
2	The employee must intend to care for the child during the week in which ShPP is payable;
3	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/matching date are not less than the lower earnings limit in force for national insurance contributions;
4	The employee must remain in continuous employment until the first week of ShPP has begun;
5	The employee must give proper notification in accordance with the rules set out below.

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

**6. Enhanced Shared Parental Pay allowance**

6.1 As part of our commitment to supporting employees who are working parents, the University provides Enhanced Shared Parental Pay (ESPP) for eligible employees.

6.2 To be eligible for ESPP; employees must meet the following criteria:

<b>26 weeks continuous service by either:</b>	• The 15th week before the Expected Week of Childbirth (birth)
	• The week in which you are notified of being matched to a child (adoption)
• Indicated to the University that they will return to work after their final SPL period.	
• The SPL eligibility requirements detailed in this policy (S3).	

6.3 The University's enhanced Shared Parental Pay package is currently:

- 14 weeks of full salary (payable only between weeks 3 to 16 follow adoption or birth)
- 23 weeks at ShPP (payable only between weeks 17 to 39 follow adoption or birth)
- 13 weeks will be unpaid (only between weeks 40 to 52 follow adoption or birth)

6.4 If you are eligible and opt for the University's enhanced ShPP package this is subject to you returning to work at the University for a period of 3 months following the final SPL period. If you do not return to work then you will normally be required to repay the enhanced element of any ShPP received.

6.5 If two employees who are the mother/primary adopter and partner respectively of the same child will be eligible, subject to qualifying criteria for SPL and ShPP, to share a maximum of 14 weeks on full pay between them. It is up to the employees to determine how much of the enhanced Shared Parental Pay each parent will receive.

## **7. Notifying the University of SPL**

- 7.1 An employee must give the University notification of their SPL by submitting the completed [SPL notification form](#) to their Head of School/Unit and Human Resources. **A word version of this form can be downloaded the [HR policy page](#) or via the following [link](#).**
- 7.2 An employee is only permitted to submit up to a maximum of 3 notifications to take SPL per birth/adoption. The University reserves the right to automatically reject any leave notification which is submitted without all the correct information.
- 7.3 Where both the mother/primary adopter and the other party are employed by the University, each must complete the [SPL notification form](#) and submit this in line with the provisions of this policy.

## **8. Booking SPL**

- 8.1 The employee has the right to submit three SPL notifications in connection with each birth, specifying the leave periods they are intending to take. The number of notifications applies to both single and multiple births. Each notification must contain either details of:
- A continuous period of weeks of leave; or
  - Two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave; split it into a maximum of 3 separate blocks.
- 8.2 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 must start on the same day as the first SPL week

## **9. Continuous leave notifications**

- 9.1 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 and the University has been given at least eight weeks' notice. The University cannot refuse a continuous period of SPL.

## **10. Discontinuous leave notifications**

- 10.1 An employee may also submit notifications detailing two or more periods of SPL known as discontinuous leave. The University will consider discontinuous leave and the operational impact it may have but does reserve the right to refuse it. Where a request for discontinuous leave is refused, the employee can either withdraw their request within 15 calendar days of submission or they can choose to take the leave in a single continuous block.
- 10.2 Where the employee chooses to withdraw their request for discontinuous leave, this will not count as having used one of their three notices to book leave. Where the employee does not withdraw their request, they will be deemed to have chosen to take the leave in a single continuous block. Where this occurs the employee has until the 19th calendar day from the submission of the original notification to choose when their continuous leave will begin. It cannot start sooner than eight weeks from the date the original notification was submitted. If no start date is chosen, the leave will begin on the first leave date requested in the original notification.

## 11. Discussions regarding SPL

- 11.1 An employee considering SPL is encouraged to discuss it with their Head of School/Unit Line Manager as early as possible. The discussion will enable the University to support the individual and consider any operational adjustments required.
- 11.2 Upon receiving an [SPL notification form](#), the Head of School/Unit/Line Manager and/or HR may arrange a meeting with employee to discuss their request. Where the notice is for a single period of continuous leave, or where a request is for discontinuous leave which can, without further discussion, be approved as per the SPL notification form, a meeting may not be necessary.
- 11.3 Where a meeting is arranged it should take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged within 14 days. If an alternative date cannot be arranged then the meeting may be held over the telephone. At the meeting the employee may be accompanied by a work colleague or trade union representative.
- 11.4 The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is 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 both the employee and the University, and what the options are available if no agreement is reached.
- 11.5 All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and the University 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.

## 12. Variations to arranged SPL

- 12.1 The employee is permitted to vary or cancel any agreed and booked period of SPL, provided that they advise the University in writing at least eight weeks before the effective date of any variation. Any new start date cannot be sooner than eight weeks from the date of the [variation request](#). **A word version of this form can be found on the [HR policy page](#) or via the following [link](#).**
- 12.2 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.
- 12.3 However, the following will not affect the number of notifications applicable to each birth:
- A change to SPL as a result of a child being born early
  - A change to SPL as a result of child's matching date being changed
  - A change as a result of the University requesting dates be changed, and the employee being agreeable to the change.

## 13. Terms and conditions during SPL

- 13.1 Employees will continue to benefit from their normal terms and conditions of service during the period of their SPL except their normal salary.

13.2 SPL is granted in addition to normal annual holiday entitlement. Employees are reminded that annual leave should wherever possible be taken in the specific leave year. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the leave year.

## **14. Pension**

14.1 Pension membership and contributions shall be managed in accordance with the provisions of the relevant pension scheme. If you are on unpaid SPL, then your contributions will stop until you return to work. Once you have returned, the Pensions Administrator will contact you detailing the shortfall in contributions during this period and give you an option to maintain your contributions. Employer contributions missed as a result of your unpaid leave will only be paid over if you elect to maintain your employee contributions during that specific period. Further details about the pension options available can be obtained from the Pensions Administrator on ext. 2546 or email at [ljh10@st-andrews.ac.uk](mailto:ljh10@st-andrews.ac.uk).

## **15. Contact during SPL**

15.1 Before any period of SPL begins, the University may discuss the arrangements for the employee to keep in touch during their leave. The University reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL.

15.2 Any reasonable contact may be to:

- Discuss the employee's plans to return to work
- Ensure the employee is aware of any possible promotion opportunities or redundancy situations
- Discuss any special arrangements to be made or training to be given to ease their return to work
- Update the employee on developments within the School/Unit during their absence

## **16. Shared Parental Leave in Touch days**

16.1 An employee can agree to work for the University (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. These are known as "Shared Parental Leave In Touch Days" (SPLIT days). Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

16.2 The University has no right to require the employee to carry out any work, and is under no obligation to offer the employee any SPLIT days, during any SPL period. Any work undertaken is a matter for agreement between the University and the employee. An employee taking a SPLIT day will receive full pay for any day 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 day in question.

16.3 Any SPLIT days worked do not extend the period of SPL.

16.4 The University 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 SPL or to trial a possible flexible working pattern.



16.5 Managers will be responsible for advising the Salaries Office of any work undertaken by the employee in order that the necessary salary payments can be made. To pay an employee who undertakes SPLIT days, please complete and return the [Record of SPLIT](#) to the Salaries Office. **A word version of this form can be downloaded the [HR policy page](#) or via the following [link](#).**

## **17. Returning to work after SPL**

17.1 The employee will be formally advised in writing by Human Resources of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the University otherwise. If you do not return to work on the date agreed and fail to notify the University of your absence then this will be treated as unauthorised absence and disciplinary action may be taken.

17.2 If an employee is unable to attend work due to sickness or injury, the University's normal arrangements for reporting sickness absence will apply. Please see University's [Sickness Absence Policy](#).

17.3 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 the organisation 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 then the University does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

## **18. Special circumstances**

### **18.1 Death of the child before or during birth, or within the first year**

18.1.1 Should the child die before the parents have submitted a notice of entitlement to take SPL then they cannot opt into SPL as the qualifying condition is caring for a child. The mother will remain entitled to maternity leave and the mother's partner could still qualify for statutory paternity leave.

18.1.2 If the parents have opted into SPL and they have booked leave, they will still be entitled to take the booked leave. No further notice booking leave can be submitted and only one variation notice can be given to reduce a period of leave or to rearrange a discontinuous leave arrangement into a single block of leave.

### **18.2 Partner no longer caring for the child**

18.2.1 If the circumstances of an employee who has booked SPL change so that they will no longer be responsible for caring for the child (unless it is because the child has died), their entitlement to both SPL and ShPP will immediately cease and they must inform the University.

18.2.2 If the employee has any SPL arranged within eight weeks of their entitlement ceasing, the University can still require them to take SPL if it is not reasonably practicable for the employee to return to work, for example because cover has been arranged. Any weeks of SPL arranged after eight weeks of their entitlement ceasing must be cancelled.

18.2.3 If the remaining parent will be continuing to care for the child then they will still be eligible to take their SPL entitlement. If the other parent, who is no longer caring for the child had

any SPL leave entitlement outstanding, the remaining parent will only be able to transfer it into their own entitlement if they can get the signed agreement of the other parent to a notice confirming a variation of leave entitlement.

### **18.3 Death of a parent during the child's first year**

18.3.1 If either parent dies and the other parent is taking, or is entitled to SPL then they will continue to be eligible. Any SPL that was due to be taken by the deceased parent may be transferred to the other parent if the other parent is eligible for SPL.

18.3.2 Should it be necessary for the other parent to take a further period of SPL or to vary pre-agreed leave then notice may be given as soon as is reasonably practicable if eight weeks' notice cannot be given. If they have already given three notices to take leave they must be allowed to submit one further notice to book/amend SPL.

### **19. Fraudulent claims**

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

### **20. Queries**

20.1 If you have any queries regarding this policy please contact Human Resources on ext. 3096 or e-mail [humres@st-andrews.ac.uk](mailto:humres@st-andrews.ac.uk).

20.2 [Appendix A](#) lists some frequently asked questions regarding the application of this policy.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration of the policy to the Governance Zone.	Published.	Lisa Stewart Human Resources	03/07/2019
1.1	Change to review date	Published	Lisa Stewart HR	01/04/2021

## Appendix A: Frequently Asked Questions

### General

#### **What is the difference between shared parental leave and additional paternity leave?**

Shared Parental Leave (SPL) applies to babies due or children matched for adoption on or after 5 April 2015. Additional paternity leave is being abolished but will continue to be available only in relation to babies due before 5 April 2015. SPL is intended to give parents more flexibility than additional paternity leave. The main differences are that both parents can take SPL at the same time as each other; can be taken in multiple periods and taken at any time up to the child's first birthday (or within one year of adoption).

#### **Are there any changes to the regime for 18 weeks' unpaid parental leave or 2-week Paternity Leave as a result of the introduction of SPL?**

No, these statutory leave entitlements are unaffected by SPL. Employees are eligible for Parental Leave or Paternity Leave subject to specific criteria as detailed in the respective policies.

### Employee

#### **Do both parents always qualify for SPL?**

Sometimes both parents will qualify for SPL but on depending on circumstances only one parent will qualify to take SPL. Where both parents qualify for SPL, then they must agree between them how many weeks of leave each of them will take and each must notify their employer of the number of weeks that they have decided each employee will take.

#### **Can there be any entitlement to SPL if a mother is not entitled to maternity leave?**

In some cases, a woman may not be entitled to maternity leave, but she may be entitled to statutory maternity pay or maternity allowance. For example, an agency worker or a woman who has recently lost her job may be entitled to statutory maternity pay and a self-employed woman may be entitled to maternity allowance. If such a mother chooses to reduce her statutory maternity pay or maternity allowance period and take fewer than 39 weeks of pay or allowance, then her employed partner could take the untaken weeks as SPL if he (or she) is eligible for leave. In this case, the number of weeks of pay or allowance must be deducted from 52 weeks to calculate the number of weeks of SPL that will be available for the partner to take.

### Heads of Schools/Units/Line Managers

#### **Can an employee use periods of SPL to reduce their hours over a period, for example by working for two days a week and taking SPL for three days a week?**

No, SPL must be taken in blocks of at least one full week at a time. Therefore, an employee could not take SPL to reduce their weekly working hours.

#### **Can I refuse an employee's request to take SPL or require them to take it at a different time?**

Whether or not you can refuse an employee's request to take SPL depends on the pattern of leave that the employee has requested when submitting their SPL notification. If an employee requests one continuous period of leave, you must allow them to take the period of leave on the dates requested. You cannot require them to take it at a different time, for example to avoid the employee being absent during a particularly busy period for the business or when other employees are also absent.

If an employee requests a discontinuous periods of leave, e.g. two weeks' leave beginning on 1 June, four weeks' leave beginning on 1 August and four weeks' leave beginning on 1 December. You can refuse the employee's request. You can suggest alternative dates for a period or periods of leave, but you are not obligated to do so. If the request for discontinuous leave is refused, the employee can withdraw the notice, agree alternative dates suggested by the employer or take the total amount of leave requested in the leave notice as a continuous period of leave (i.e. one period of 10 weeks' leave, in the example above).

However, an employee who wishes to take discontinuous periods of leave can achieve this by requesting each period in a separate period of leave notice as opposed to one notification. An employer can only refuse a request for leave if the employee requests discontinuous periods of leave in the same notice. An employee can submit up to three separate leave notices per birth. Therefore, as long as the employee gives a separate notice and at least eight weeks' notice of each period of leave, they could take up to three separate periods of leave, without the employer having the right to refuse the request.

#### **Can both parents take shared parental leave at the same time?**

Yes, both parents can be absent from work on SPL at the same time. The amount of SPL that the parents can share is 52 weeks, minus the amount of maternity leave taken by the mother, or adoption leave taken by the primary adopter. All leave must be taken before the child's first birthday, or before the first anniversary of the day on which the child was placed for adoption. For example, the mother could take two weeks' compulsory maternity leave followed by 40 weeks' SPL. This would leave 10 weeks' SPL for the father (or the mother's partner) to take at any time before the child's first birthday, either at the same time as the mother or when she has returned to work.

#### **Can an employee's partner begin a period of SPL while the mother is still on maternity leave?**

Yes, if the mother has provided the University with a maternity leave curtailment notice, and all the relevant eligibility criteria and notice requirements are satisfied, the partner can begin a period of shared parental leave while the mother is still on maternity leave. For example, the mother could submit a leave curtailment notice stating that her maternity leave will end three months from the date of the notice. The mother's partner can take SPL with at least eight weeks' notice at any time after the mother has submitted her leave curtailment notice; they do not have to wait until those three months have passed.

#### **Can employees on SPL take keeping-in-touch days?**

Yes, you can agree with you employee up to 20 keeping-in-touch days during SPL without bringing the leave to an end. These can be used either to undertake work or, for instance, to attend meetings, team events or training. Each employee in SPL has up to 20 keeping-in-touch days each, which can be taken as single days or in blocks of days. This is in addition to the 10 keeping-in-touch days available to the employees during maternity leave or adoption leave periods.

#### **How do I get cover for an employee taking SPL?**

If replacement cover for the SPL leave period is required, approval for a like for like replacement can be obtained from the Director of Human Resources.

## Appendix B: Examples of SPL

These are for illustrative purposes only. An employees' maternity, adoption and/or SPL arrangements will vary according to their personal circumstances.

### **Example 1 - Mother curtails maternity leave and father takes one continuous block of SPL**

Mother has been on maternity leave for 10 weeks after giving birth; she decides she wants to return to work after 30 weeks of maternity leave as opposed to 52 weeks. She gives the University notice of her intention to return work after 30 weeks of maternity leave and transfers the remaining leave into SPL for her partner to use. Her partner has already taken two weeks paternity leave following the birth. Subject to eligibility and giving his employer the correct notice period, her partner is entitled to take 22 weeks SPL which must be used within 1 year of the birth.

### **Example 2 - Mother curtails maternity leave and father takes discontinuous blocks of leave**

Mother goes on maternity leave 2 weeks before the baby is born. Following the birth she remains on maternity leave for a further 12 weeks (total of 14 weeks). Father takes 2 weeks' paternity leave at the time of the birth and then returns to work immediately. Mother returns to work after a total period of 14 weeks of maternity leave at which point SPL begins and the father goes on a period of SPL for 12 weeks. Father returns to work at the end of the 26<sup>th</sup> week after the maternity leave started for a period of six weeks. The father then goes back on SPL for a further 20 weeks then returns to work.

As SPL must be used with 1 year of the birth then the remaining 6 weeks of available SPL are lost and cannot be taken by any parent.

**Example 3 – Illustration of SPL example where mother curtails Maternity Leave after 12 week and both mother and father take discontinuous blocks of leave. Periods of SPL overlap but all SPL entitlement taken within 1 year of birth**

<b>Leave in weeks</b>	Baby born	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Mother</b>		Maternity Leave												Shared Parental Leave					
<b>Partner</b>		Paternity Leave		At work													Shared Parental Leave		

<b>Leave in weeks</b>	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
<b>Mother</b>	At work																	
<b>Partner</b>	Shared Parental Leave						At work						Shared Parental Leave					

<b>Leave in weeks</b>	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52		
<b>Mother</b>	At work			Shared Parental Leave														
<b>Partner</b>	Shared Parental Leave									At work								

## Appendix C: Shared Parental Leave Notification Form

**Please note:** A word version of this form can be downloaded from the [HR policy page](#) or via the following [link](#).

**Shared Parental Leave (SPL) is only applicable where the Expected Week of Childbirth or Placement (EWC/EWP) is on or after 5 April 2015**

**Please note this form must be submitted at least 8 weeks before the intended start of SPL.**

1. Employee Details (To be completed by the employee)	
Employee's Full Name	
School/Unit/Residence	
Staff ID Number	
National Insurance Number	
Expected week of Childbirth or Expected Week of Placement	
I am the:	Please select
Birth mother	<input type="checkbox"/>
Child's father	<input type="checkbox"/>
Mother's partner	<input type="checkbox"/>
Primary adopter	<input type="checkbox"/>
Secondary adopter	<input type="checkbox"/>

2. Details of Child (To be completed by employee)	
Actual Date of Birth or Date of Placement	
Child's Full Name (If known)	
Date on which the mother or main adopter commenced (or will commence) maternity/adoption leave	
You must enclose one of the following documents with this form	Please select
In the case of biological parents, a copy of the child's birth certificate, or where one has not been issued, a completed MATB1 form signed by a registered midwife or General Practitioner.	<input type="checkbox"/>
In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which you were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.	<input type="checkbox"/>

### 3. Notice of curtailment of maternity / adoption leave

In order to create an entitlement to Shared Parental Leave, the mother/adopter must give notice to curtail their entitlement to maternity/adoption leave. This must be at least 2 weeks after birth/adoption.

Please complete **either** box 1 or 2 depending on whether you are:

<b>1</b>	<b>The mother or main adopter</b>	<b>Date</b>
I wish my maternity/adoption leave and/or pay (if applicable) to end on the following date		
<b>2</b>	<b>The partner (of the mother or main adopter)</b>	<b>Date</b>
I confirm my partners maternity/adoption leave ended (or they have given formal notice for it to end) on the following date		

### Shared Parental Leave / Pay Details

Total Leave/Pay Entitlement (Both Parents Combined)	Weeks	
Enter the total number of weeks of <b>Shared Parental Leave</b> available to both parents combined:  (i.e. 52 weeks minus the number of weeks maternity/adoption leave/pay taken or to be taken)		
Enter the total number of weeks of <b>Shared Parental Pay</b> (ShPP) available to both parents combined:  (i.e. 39 weeks minus the number of weeks' pay taken or to be taken)		
How Leave/Pay will be shared between each parent?	Leave	Pay
Number of weeks of Shared Parental Leave / Pay <b>you</b> intend to take		
Number of weeks of Shared Parental Leave / Pay the <b>other parent</b> intends to take (if applicable)		

### 4. University's Enhanced Shared Parental Pay

**You should only complete this section if you meet the eligibility criteria to receive the University's enhanced ShPP package**

How will the enhanced pay be shared?	Mother/Primary Adopter	Biological father, Spouse, Civil partner, Partner (if employed by the University)
Name		
Number of weeks of enhanced ShPP package (up to a maximum of 14)		

**Please note the enhanced ShPP must be exhausted by the end of the 16th week follow adoption or birth.**



### 5. Dates of Shared Parental Leave and Pay – proposed dates

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

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

### 6. Dates of Shared Parental Leave and Pay – Dates Already Taken (if applicable)

Please provide the details of any Shared Parental Leave (and Pay, if eligible) you have already taken (or are taking at present).

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

### 7. Declarations of Eligibility

Declarations of eligibility must be provided by both the employee and their partner. There are separate eligibility criteria for shared parental leave and shared parental pay. Where both partners are employees of the University, each individual will still need to complete and submit their own form to their own Head of School/Unit.

#### Employee

Declaration of Eligibility for Shared Parental Leave (SPL)	Please select all that apply
I am the mother, adopter or father of the child or the spouse, civil partner or partner of the child's mother/adopter.	<input type="checkbox"/>
At the date of the child's birth/adoption, I will share the main responsibility (with the other parent) for the care of the child	<input type="checkbox"/>
I confirm that the mother/adopter <b>is/was</b> entitled to statutory maternity/adoption leave and has ended or given notice to end their entitlement to this.	<input type="checkbox"/>
If the mother/adopter isn't/wasn't entitled to statutory maternity/adoption leave, I confirm that they are/were entitled to statutory maternity/adoption pay or maternity allowance and have ended or given notice to end their entitlement to this.	<input type="checkbox"/>
I am the mother/main adopter and I am/was entitled to statutory maternity/adoption leave and have ended or given notice to end my entitlement to this.	<input type="checkbox"/>

I had/will have a minimum of 26 weeks' continuous service at the end of the 15th week before the child's expected due date/matching date and I intend to be employed by the University at the start of each period of Shared Parental Leave.	<input type="checkbox"/>
For employees normally entitled to paternity leave - I understand that I am not entitled to take Statutory Paternity Leave after taking Shared Parental Leave	<input type="checkbox"/>
I intend to return to work after my final period of SPL	<input type="checkbox"/>
<b>Employee</b>	
<b>Declaration of Eligibility for Shared Parental Pay (ShPP)</b>	<b>Please select all that apply</b>
I confirm that the mother/adopter is/was entitled to statutory maternity/adoption pay or maternity allowance and has ended (or given notice to end) their entitlement to this.	<input type="checkbox"/>
I am the mother/adopter and I am/was entitled to statutory maternity/adoption pay or maternity allowance and have ended (or given notice to end) my entitlement to this.	<input type="checkbox"/>
I confirm that I have had/will have had average weekly earnings, for the period of 8 weeks leading up to and including the 15th week before the child's expected due date/matching date, which were/will be no less than the Lower Earnings Limit in force for National Insurance Contributions	<input type="checkbox"/>
<b>Summary</b>	<b>Please select all that apply</b>
I have correctly notified the University of my entitlement and will comply with the notice requirements, as outlined in the Shared Parental Leave Policy, for any periods of leave requested (or varied).	<input type="checkbox"/>
The information I have provided is accurate and I will immediately inform the University if I cease to care for the child or if my eligibility to Shared Parental Leave changes/ceases.	<input type="checkbox"/>
<b>Signed:</b>	<b>Date:</b>

<b>8. Other Parent</b>	
<b>Declaration of Eligibility</b>	<b>Please select all that apply</b>
I am the mother, adopter or father of the child or the spouse, civil partner or partner of the child's mother/adopter.	<input type="checkbox"/>
At the date of the child's birth/adoption, I will share the main responsibility (with the other parent) for the care of the child.	<input type="checkbox"/>
I have worked/will work for at least 26 weeks out of the 66 weeks leading up to my child's due date/matching date and in that time earned/will earn an average of at least £30 per week in any 13 of those weeks.	<input type="checkbox"/>
I consent to the amount of Shared Parental Leave (and pay if applicable) that my partner wishes to take and confirm that Section 3 has been completed accurately	<input type="checkbox"/>
<b>Other Parent – Additional Declarations (If you are the mother/adopter)</b>	<b>Please select all that apply</b>
I have ended or given notice to my employer to end my maternity/adoption leave entitlement (including my entitlement to	<input type="checkbox"/>

statutory maternity/adoption pay or maternity allowance if applicable) and this has been correctly recorded by my partner in Section 2.	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity or adoption leave (and pay if applicable).	<input type="checkbox"/>
I consent to the University of St Andrews processing the information provided in this form.	<input type="checkbox"/>

**9. Dates of Shared Parental Leave and Pay – proposed dates**

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

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**10. Dates of Shared Parental Leave and Pay – Dates Already Taken (if applicable)**

Please provide the details of any Shared Parental Leave (and Pay, if eligible) **the other parent** has already taken (or are taking at present).

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**11. Additional Details of Other Parent (Required)**

Name	
NI Number	
Address	
Name and Address of Employer <i>(Or state if self-employed)</i>	
Name of HR Contact at partners employer:	
Signed:	Date:

**Please note if any of the details you or your spouse/partner have provided change, you must notify Human Resources immediately as this could result in a change to your entitlements.**

**12. To be completed by the Head of School/Unit**

Continuous period of leave	Approved	<input type="checkbox"/>	
Discontinuous period of leave	Approved	<input type="checkbox"/>	
	Rejected	<input type="checkbox"/>	
	Amended	<input type="checkbox"/>	
	New SPL dates		
Date of discussion with employee (if applicable)			
Signature:		Date:	

**Completed forms should be returned to Human Resources.**

## Appendix D: Shared Parental Leave in Touch Days (SPLIT days)

**Please note:** A word version of this form can be downloaded from the [HR policy page](#) or via the following [link](#).

Staff on Shared Parental Leave may, by agreement with their Head of School/Unit, undertake up to 20 days paid work, referred to as Shared Parental Leave In Touch Days (SPLIT Days), during their leave.

The type of work undertaken is a matter of agreement between the member of staff and the Head of School/Unit. The days may be used for any activity which would ordinarily be classed as work under the employees' contract, and could be particularly useful in enabling attendance at a conference, training activity, away day, departmental meetings.

Any SPLIT days worked do not extend any periods of Shared Parental Leave

<b>Name:</b>	
<b>Staff ID/NI Number/Date of Birth:</b>	
<b>School/Unit/Residence:</b>	

Date of SPLIT day	Total hours	Date of SPLIT day	Total hours
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

<b>Salary to be charged to:</b>					
<b>Cost Centre</b>		<b>Analysis Code</b>		<b>Detail Code</b>	

<b>I certify that the hours stated me above have been worked by me, as part of my SPLIT days entitlement.</b>		<b>Certified by Head of School/Unit</b>	
<b>Signed</b>		<b>Signed</b>	

Please ensure you retain a copy of this form for your own records and return the completed form to the Salaries Office.

**SPLIT days will be included in your monthly salary and will be detailed on your payslip. The days will be paid on the first pay date after Salaries receive this completed form; provided it is received by the relevant salary cut off date.**

## Appendix E: Shared Parental Leave Variation Form

**Please note:** A word version of this form can be downloaded from the [HR policy page](#) or via the following [link](#).

**Shared Parental Leave (SPL) is only applicable where the Expected Week of Childbirth or Placement (EWC/EWP) is on or after 5 April 2015**

The employee is permitted to vary or cancel any agreed SPL, provided that they advise the University in writing at least eight weeks before the effective date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

1. Employee Details (To be completed by the employee)	
Employee's Full Name	
School/Unit/Residence	
Staff ID Number	

2. Confirmation of Entitlement	Please select
I confirm that my partner and I continue to be entitled to take shared parental leave, as previously declared on the submitted Shared Parental Leave Notification Form	<input type="checkbox"/>
I submitted my Shared Parental Leave Notification Form on	[DATE]

3. Shared Parental Leave Details – this section must be completed			
Dates of Shared Parental Leave and Pay – Agreed dates			
Please provide the start and end dates, in 1 week blocks, of the Shared Parental Leave (and Pay, only if eligible) that <b>you</b> have agreed with the University.			
Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

4. Dates of Shared Parental Leave and Pay – Agreed dates			
Please provide the start and end dates, in 1 week blocks, of the Shared Parental Leave (and Pay, only if eligible) that the <b>other parent</b> has agreed with their employer (if applicable)			
Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**5. Requested variation to Shared Parental Leave**

I intend to vary my periods of Shared Parental Leave agreed above and take as follow:

**Dates of Shared Parental Leave and Pay – New dates**

Please provide the amended start and end dates, in 1 week blocks, of the Shared Parental Leave (and Pay, only if eligible) that **you** wish to take

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**Dates of Shared Parental Leave and Pay – New dates**

Please provide the start and end dates, in 1 week blocks, of the Shared Parental Leave (and Pay, only if eligible) that **the other parent** wish take. Please ensure they notify their employer (if applicable)

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**6. Cancelling Shared Parental leave**

I wish to cancel the following periods of Shared Parental Leave which have already been agreed.

**Dates of Shared Parental Leave and Pay**

Please provide start and end dates, in 1 week blocks, of the Shared Parental Leave (and Pay, only if eligible) that **you** wish to cancel

Shared Parental Leave Dates (To – From)	Total Weeks	Shared Parental Pay Dates (To -From)	Total Weeks

**Where both partners are employees of the University, each individual will still need to complete and submit their own form to their own Head of School/Unit. Should they wish to vary/cancel their SPL dates.**

**7. Declaration**

Employee Signature	
Date	
Other parents signature	
Date	

**Please note if any of the details you or your spouse/partner have provided change, you must notify Human Resources immediately as this could result in a change to your entitlements.**

**8. To be completed by the Head of School/Unit**

Received	<input type="checkbox"/>	Date	
Date of discussion with employee (if applicable)			
Approved	<input type="checkbox"/>	Date	
Signature		Date	

**Completed forms should be returned to Human Resources.**