

The logo for colart, featuring the word "colart" in white lowercase letters centered within a solid black square.

colart

**PARENTAL/CARER
RIGHTS
GUIDANCE NOTES**

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Glossary of Terms

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SMP - Statutory Maternity Pay

OML - Ordinary Maternity Leave

AML - Additional Maternity Leave

OPL - Ordinary Paternity Leave

EPL - Enhanced Paternity Leave

Paternity Leave – OPL and EPL

OAL - Ordinary Adoption Leave

SAP - Statutory Adoption Pay

SPP - Statutory Paternity Pay

SPL - Shared Parental Leave

ShPP - Shared Parental Pay

EWC - Expected week of confinement. In relation to the birth of a child, means the week in which it is expected that the child will be born.

Qualifying Week - the 15th week before the EWC **DSS**

- Department of Social Security

MATB1 - Maternity Certificate

Partner - is an employee's spouse, civil partner or someone (of either sex) with whom they live in an enduring family relationship, but who is not their parent, grandparent, sister, brother, aunt or uncle.

Disabled Child - is one for whom a disability living allowance has been awarded.

A Dependant - is an employee's spouse, child or parent, or a person living with the employee in the same household (but not as an employee, tenant, lodger or boarder). In some circumstances, a dependant could be someone else who relies on the employee for assistance. This could be an elderly relative not living in the employee's household.

Carer - is an employee who is or expects to be caring for an adult who:

- is married to, or the partner or civil partner of the employee: or
- is a 'near relative' of the employee;
- falls into neither category but lives at the same address as the employee.

'Near relative' includes parents, parent-in-law, adult child, adopted adult child, siblings (including those who are in-laws), uncles, aunts or grandparents and step-relatives.

Note: Whilst the above definition for carer is a guideline, circumstances will be discussed on an individual basis.

Your Rights at a Glance

Type of Leave	Length of Service	Leave Entitlement	Pay Entitlement	Contractual Benefits
<u>Maternity Part One</u>	From day one of joining the Company	26 weeks' OML and a further 26 weeks' AML beginning at the end of OML	No entitlement to SMP (may be eligibility for Maternity Allowance - the form SMP1 should be taken to the Benefits Agency)	The contract of employment continues plus all contractual benefits excluding remuneration.
	26 weeks' employment by the Qualifying Week	26 weeks' OML and a further 26 weeks' AML beginning at the end of OML	12 weeks at full normal pay plus 27 weeks at <i>lower rate</i> SMP	As above.
	26 weeks' employment by the Qualifying Week	As above but employee returns at the end of OML and does not take any AML/SPL after OML would have ended .	12 weeks at full normal pay plus 14 weeks at <i>half pay</i> (inclusive of lower rate SMP) (Employee must remain in company's employment for at least 12 months following return or repay half pay element, less SMP, on leaving).	As above for the duration of the OML plus after returning to work, up to five paid half days during the baby's first year for evidenced medical appointments.

<p><u>Paternity</u> Part Two</p>	<p>26 weeks' employment by the Qualifying Week or the week in which an approved adoption match is notified</p>	<p>2 weeks' OPL consisting of either one single week or two consecutive weeks on the birth of a child and 4 weeks' EPL to be taken as single or consecutive weeks within 6 months of the child's birth</p>	<p>During OPL, SPP or 90% of pay (whichever is lower) plus top up from Company which takes the one single week or two consecutive weeks up to full pay. During EPL, full pay for each week.</p>	<p>The contract of employment continues plus all contractual benefits excluding remuneration.</p>
<p><u>Adoption</u> Part Three</p>	<p>From day one of joining the Company</p>	<p>26 weeks' OAL and a further 26 weeks at the end of OAL</p>	<p>No entitlement to SAP (may be eligibility for Maternity Allowance - the form SMP1 should be taken to the Benefits Agency)</p>	<p>The contract of employment continues plus all contractual benefits excluding remuneration.</p>
	<p>26 weeks' employment by the 15th week before the Expected Placement Date</p>	<p>26 weeks' OAL and a further 26 weeks at the end of OAL</p>	<p>12 weeks at full normal pay plus 27 weeks at <i>lower rate</i> SAP</p>	<p>As above.</p>
<p><u>Shared</u> Parental Leave Part Four</p>	<p>26 weeks' employment by the Qualifying Week</p>	<p>52 weeks' SPL can be shared between the mother and father (or primary adopter and secondary adopter in the case of adoption) NB the first 2 weeks must be taken as compulsory maternity leave (4 weeks if factory/warehouse/workshop worker)</p>	<p>39 weeks at lower rate ShPP or 90% of pay (whichever is lesser)</p>	<p>The contract of employment continues plus all contractual benefits excluding remuneration.</p>
<p>Parental Part Five</p>	<p>One year's service</p>	<p>Up to 18 weeks up to child's 18th birthday in blocks of 1 week and maximum of 4 p.a.</p>	<p>No entitlement</p>	<p>The contract of employment continues plus all contractual benefits excluding remuneration.</p>

When you find out that you are pregnant it is important that you contact the HR Department as quickly as possible to help us look after your interests, explain the benefits and provide more information. The following information aims to demystify the complex arrangements surrounding maternity leave and pay entitlements and to help make your pregnancy as smooth and enjoyable as possible.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

1.1 Maternity Leave Entitlements

1.1.1 Ordinary and Additional

Regardless of your length of service with Colart (i.e. from day one of joining the company) you will be entitled to **26 weeks' Ordinary Maternity Leave** and **26 weeks' Additional Maternity Leave**. This extended leave applies after the end of the OML.

During both the OML and AML, you will be entitled to all your contractual benefits (e.g. accrued annual leave, employee and employer contributions to the pension scheme) with the exception of remuneration (i.e. your salary).

1.1.2 Compulsory

Immediately after giving birth you may not return to work for **two** weeks (after Childbirth). (NB. this is extended to four weeks for factory/attached warehouse/workshop workers)

1.2 Maternity Pay Entitlements

During the first 12 weeks of OML you will receive full normal basic pay. This money is inclusive of the higher rate SMP i.e. 9/10 of your average weekly earnings. Beyond 12 weeks you will receive the lower rate SMP (please check with HR for current rate) for a further 27 weeks.

To qualify for SMP you must: (i) have at least 26 weeks' continuous service by the 15th week before your EWC and still be employed by the company during that week; (ii) have average weekly earnings of not less than the lower earnings limit for the payment of National Insurance contributions (this limit can be obtained from HR); (iii) still be pregnant 11 weeks before the start of your EWC or have already given birth; and (iv) comply with the notification requirements set out at paragraph 1.3 below. If you are not entitled to SMP, you may be entitled to Maternity Allowance; you should contact your local Social Security Office for details.

If you return to work at the end of OML you will receive the equivalent of half basic pay for 14 weeks' OML, paid in two equal installments at six months after return and the next pay date (see Appendix 1 for the rules of application). This money will be subject to normal deductions.

Clearly, you must continue to be in the Company's employ to receive this money and if you leave within one year of your return to work after OML you will be required to reimburse the Company for the additional money paid over and above the statutory entitlement.

1.3 Conditions of Maternity Leave

It is vital that you follow the procedures outlined below to help ensure the smooth operation of the policy.

- 1.3.1 During or before the Qualifying Week, you should inform the Company about your pregnancy giving the EWC (by means of a medical certificate i.e. Mat B1, the original (not a copy) of which must be provided to the Company as soon as it is issued) and the date you intend to start OML by completing the form in Appendix 2. Failure to observe these notification requirements may affect your eligibility for SMP.
- 1.3.2 Providing that at least 28 days' notice is given of your intention to start OML, you may commence your maternity leave at any time between the 11th week before the EWC and the date of childbirth itself.
- 1.3.3 Any change in date of the start of OML requires 28 days' written notice before the date you originally intended to start leave or 28 days' written notice in advance of the new date, whichever is earlier.
- 1.3.4 Once notified of the intended start of your OML, the Company will, within 28 days, confirm in writing the expected date of your return i.e. the end date of your leave.
- 1.3.5 You do not need to give us notice if it is your intention to return at the end of OML/AML. If, however, you wish to return from maternity leave (either OML or AML) early, you must give at least 8 weeks' notice of your intention to return to work. Whilst giving your notice to return, please also confirm whether you wish to make use of the phased return to work scheme referred to at paragraph 1.4.12 below.
- 1.3.6 Failure to return to work on the appointed date may result in disciplinary action.
- 1.3.7 If you do not wish to return to work after your maternity leave, you must give written notification of termination as outlined in your Terms and Conditions of Employment.

1.4 Other Maternity Leave Provisions/Queries

1.4.1 Sickness Absence before and during Pregnancy and Maternity Leave

If you are unwell prior to four weeks before the EWC, whether or not the illness is related to your pregnancy, normal Colart sickness absence provisions will apply.

If you are unwell after the fourth week before the EWC, but before the commencement of maternity leave and the illness is attributable in any way to pregnancy, the absence will trigger the start of your maternity leave.

Your OML will commence on the day after the first day of absence, even if this is before the date you originally stated (or before you have notified any date). In this event you must, as soon as is reasonably practicable, give the Company notice (in writing if requested) of the reason for your absence.

Sickness during the maternity leave period shall be treated as maternity leave.

1.4.2 If your baby is born earlier than expected

If childbirth occurs before the maternity leave period is due to start then the maternity leave period will begin automatically on the day after the date of the birth (even if this is before the beginning of the eleventh week before the EWC.) In this event you must, as soon as is reasonably practicable, give the company notice (in writing if requested) that you have given birth.

1.4.3 Antenatal Appointments

You have the right to take time off during working hours to receive antenatal care, and to be paid for the permitted time off providing you show evidence of each appointment to your Line Manager.

You should try to give your Line Manager as much notice as possible and to arrange appointments so that they disrupt your work as little as possible.

1.4.4 Receipt of Maternity Pay

Payments during your maternity leave will be made in the usual way by Payroll, on a monthly or weekly basis. If you are due to receive Maternity Allowance (because you do not have 26 weeks' service at the Qualifying Week) this must be claimed through your local Social Security Office. Your payslips will be sent to your home address, so if you change your home address please notify HR as soon as possible.

1.4.5 Colart Pension

While you are on maternity leave, you will remain a member of the Scheme and you will continue to be covered for the death in service benefits.

For the duration of your paid statutory maternity leave the Company will top up the employer's element of the pension scheme with its contributions in the normal way, based on your normal pensionable pay and contribution rate before your maternity leave began. You can continue to contribute to the Scheme on the basis of the pay you actually receive during maternity leave.

If any part of your maternity leave is unpaid, you will not pay any contributions and neither will the Company credit your pension. You can decide whether to make up the unpaid contributions when you return to work. A decision of

whether to make up the contributions must be made and notified to the Company within **four weeks** of returning to work.

If you do not return to work, you will be treated for pension purposes as if you left service on the date your maternity pay entitlements run out.

1.4.6 Holiday Entitlement

During OML and AML you will continue to accrue your contractual holiday entitlement.

You can add accrued holiday to the beginning or end of your SML. You should discuss your holiday plans with your line manager in good time before starting your maternity leave. All dates are subject to approval by your line manager.

1.4.7 Health and Safety

HR will advise your Line Manager on how to conduct a risk assessment of your day-to-day work activities. This risk assessment will be carried out as soon as reasonably practicable after you formally notify HR of your pregnancy. Adjustments to your work will be identified if it is felt that any of your current duties may pose a risk to you, or your unborn child. If it is not possible to adjust your duties, you will be offered suitable alternative work.

If you have any concerns about the effect of your duties or your physical working environment on you or your unborn baby at any time during your pregnancy or on your return, please discuss this with your Line Manager/Supervisor or HR.

1.4.8 Maintaining Contact during Maternity Leave

The Company is keen to maintain reasonable contact with yourself during your maternity leave and may contact you from time to time, in particular to plan for your return to work.

1.4.9 Unforeseen circumstances

If, regrettably, you encounter any unforeseen problems with your pregnancy, or after the birth of your child, please contact HR to discuss your entitlements and ways we can support you.

1.4.10 Keeping in Touch Days

You can come into work for up to ten days during your SML without losing your SMP, Maternity Allowance or ending your leave. These are called 'keeping in touch' days and may only be worked if both you and the Company agree. Any payment for working these days will be by agreement from the Company.

1.4.11 Travel Support (*eligible Head Office Employees Only*)

You will not be eligible for travel support while you are on SML.

1.4.12 Phased return to work scheme

All staff returning to work after a period of maternity leave (whether OML or AML) will be eligible to make use of the phased return to work scheme if they wish.

The scheme allows full-time staff to return to work for 4 days a week in exchange for 5 days' pay. Staff who were already working part-time before maternity leave may return on 4/5ths of their usual hours in exchange for their usual salary.

This scheme applies for one month beginning with the date you return to work. It will not affect your holiday entitlement for that period.

Should you wish to make use of the scheme, please inform the Company at least 8 weeks before the end of OML/AML or, if you are returning to work early, at the point you provide your notice of intention to return to work in accordance with paragraph 1.3.5 above. The Company may not be able to accommodate requests to make use of the scheme that are made after this point.

1.4.13 Breastfeeding at work

Colart believes that breastfeeding is the healthiest way for a woman to feed her baby and recognises the important health benefits now known to exist for both the mother and her child. Therefore, if you would like to continue with breastfeeding upon your return to work, please contact HR to discuss how we can accommodate you.

In summary, Paternity rights allow an eligible employee to take paid leave to care for their baby or to support the mother following birth. The following information explains the arrangements surrounding paternity leave and pay entitlements.

In some cases, you and your Partner may be eligible to opt into the SPL scheme which gives you more flexibility to share the leave and pay available in the first year. If you wish to opt into taking SPL, you should use your right to take two weeks' paternity leave around the time of birth or placement first, as taking SPL will cancel any remaining paternity leave. For information about SPL, see our Shared Parental Leave Policy.

If you are adopting a child, it is important to note that only one parent can take adoption leave. You should discuss this with your Partner as you cannot take both paternity leave and adoption leave.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

2.1 Paternity Leave Eligibility

Paternity leave is available to employees of either gender, for the purpose of caring for a child, or supporting the child's other parent, in the following cases):

- On the birth of a child, where either:
 - you are the biological father and expect to have some responsibility for the child's upbringing; or
 - you are the mother's Partner and you expect to have main responsibility with the mother for the child's upbringing.
- On the birth of a child to a surrogate mother where you are, or your Partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your Partner responsibility for the child; or
- Where an adoption agency places a child with you and/or your Partner for adoption and you expect to have main responsibility (with your Partner) for the child's upbringing; or
- Where a local authority places a child with you and/or your Partner under a fostering for adoption arrangement and you expect to have main responsibility (with your Partner) for the child's upbringing.

2.2 Paternity Leave Entitlement

Regardless of the number of hours you work, if you have at least 26 weeks' continuous service with Colart by the Qualifying Week (or the week in which an approved adoptive match is notified) and you meet the definition of Partner, you will be entitled to two weeks' OPL and four weeks' EPL. Regardless of the number of children born from the pregnancy, OPL may be taken as either one single week or two consecutive weeks' paternity leave and EPL may be taken as four single weeks or four consecutive weeks' paternity leave. OPL can start on the date of the child's birth or adoption placement, or a later date of your choosing. However, it must end within 56 days (eight weeks) of birth or placement, or within 56 days of the first day of the EWC (if the child was born early). EPL must be taken within 6 months of the child's birth.

During OPL and EPL you will be entitled to all your contractual benefits (e.g. accrued annual leave, employee and employer contributions to the pension scheme) with the exception of remuneration (i.e. your salary).

2.3 Paternity Pay Entitlements

Providing you meet the eligibility requirements, you will be entitled to SPP during OPL. To qualify for SPP, you must tell the Company that you want to get SPP at least 28 days before the start of OPL. In addition, to claim SPP you must tell the Company when the baby was actually born as soon as is reasonably practicable after the birth. Furthermore, the Company will top up two weeks of the OPL over and above the statutory entitlement to the equivalent of two weeks' full pay.

Providing you meet the eligibility requirements, you will be entitled to your normal basic salary (i.e. full pay) during EPL. To qualify for full pay, you must tell the Company your proposed EPL dates at least 28 days before the start of EPL.

2.4 Conditions of Paternity Leave

It is vital that you follow the procedures outlined below to help ensure the smooth operation of the policy and the maintenance of your rights to the leave:

2.4.1 You are required to tell the Company by the end of the Qualifying Week (or in cases of adoption, within seven days of you and/or your Partner being notified of the match) and that you intend to take OPL and/or EPL, if this is not possible, as soon as is reasonably practicable (by completing the form in Appendix 3). The notice given for leave can count for the notice required for pay providing this is stated.

2.4.2 OPL and EPL cannot be taken as odd days and OLP cannot be taken as **separate** weeks and it must be solely to care for your new baby and/or support your Partner.

2.4.3

2.4.4 The earliest date that OPL can begin is on the date of the child's birth on any day of the week, as long as you have given the required notice. The leave must be completed within fifty-six days of the actual date of birth of the child.

2.4.5 To change the start date of the OPL, you must notify the Company (in writing if requested) no later than 28 days before the first day on which your OPL was due to begin.

2.4.6 Taking OPL or EPL when you do not satisfy the eligibility criteria and/or where the leave is not used for the purposes of caring for the child and/or supporting your Partner may result in disciplinary action being taken against you, up to and including summary dismissal.

2.5 Other Paternity Leave Provisions/Queries

2.5.1 Premature Births

If your child is born earlier than expected, a longer period of time is allowed for you to take the paternity leave so as to allow you to take the time when both the mother and child are at home. You will have up to fifty-six days from the first day of the expected week of birth rather than the actual birth of the child to take OPL.

2.5.2 Antenatal Classes

You are entitled to take time off work to attend up to 2 antenatal appointments, lasting no more than 6 and a half hours each. Any time off work will be unpaid. You should try to give your Line Manager as much notice as possible and to arrange appointments so that they disrupt your work as little as possible. There is no right to paid leave to attend your partner's antenatal appointments.

2.5.3 Receipt of Paternity Pay

Payments during your OPL and/or EPL will be made in the usual way by Payroll, on a monthly or weekly basis. Your payslips will be sent to your home address, so if you change your home address please notify HR as soon as possible.

2.5.4 Colart Pension

While you are on OPL and/or EPL, you will remain a member of the Scheme and you will continue to be covered for the death in service benefits.

For the duration of your OPL and/or EPL the Company will top up the employer's element of the pension scheme with its contributions in the normal way, based on your normal pensionable pay and contribution rate before your paternity leave began. You can continue to contribute to the Scheme on the basis of the pay you actually receive during OPL and/or EPL.

2.5.5 Holiday Entitlement

During OPL and EPL you will continue to accrue your contractual holiday entitlement.

2.5.6 Unforeseen Circumstances

If, regrettably, your child is stillborn after the 24th week of pregnancy or you encounter any unforeseen problems after the birth of your child, please contact HR to discuss your entitlements and ways we can support you.

2.5.7 Travel Support (if applicable - Head Office Employees Only)

You will not be eligible for travel support while you are on OPL.

In summary, Adoption leave rights allow an eligible employee to take paid leave as a result of the legal adoption of a child. The following information explains the arrangements surrounding adoption leave and pay entitlements applicable to all those employees where an approved adoption agency notifies them of a match with a child or places the child. This adoptive child may be from the UK or overseas.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

3.1 Adoption Leave Eligibility

To qualify for adoption leave, you must:

- have received notification that you have been newly matched with a child for adoption and advised of the date the child is expected to be placed into your care with a view to adoption (“Expected Placement Date”);
- be legally adopting a child through an approved adoption agency; and
- confirm that your spouse or partner will not be taking adoption leave (although they may be entitled to paternity leave or shared parental leave); and
- have given the correct notice and complied with evidential requirements (see paragraphs 3.3.2 to 3.3.4 below).

3.2 Adoption Leave Entitlements

Adoption leave is generally a mirror image of maternity leave in terms of leave, pay and additional provisions. For general details on leave and pay refer to **Part One** of this document. If you have any queries then please speak to HR.

3.3 Conditions of Adoption Leave

- 3.3.1 You should inform the Company about your intention to take adoption leave as early as possible, so that adoption rights can be explained to you and plans for business cover arrangements can be put in place.
- 3.3.2 You are required to notify the Company in writing of your request to take adoption leave within 7 calendar days of being notified by the adoption agency that you have been matched with a child (unless this is not reasonably practical, in which case the Company must be notified as soon as reasonably practicable). You should advise us of: (i) the Expected Placement Date; and (ii) the date on which you wish to start adoption leave.
- 3.3.3 Adoption leave is calculated from the date of notification of matching with the child. You must provide the Company with a copy of the matching certificate issued by the adoption agency as soon as possible after receiving it, and in any event at least 28 days before you wish your adoption leave to begin.
- 3.3.4 You can postpone your intended start date of adoption leave by informing the Company in writing at least 28 calendar days before the Expected Placement

Date or 28 days before the date the leave was originally to start, whichever is sooner.

- 3.3.5 If you wish to return to work before the end of your adoption leave, you must write to the Company to inform them of this at least 8 weeks before
- 3.3.6 In the case of a joint adoption only one adopter will be entitled to adoption leave - the other may be entitled to take paternity leave (see above). As an adopter it is for you and your partner to decide who is to take which leave and inform the Company as required.
- 3.3.7 Whilst length of leave is basically as for maternity leave, there are special provisions for interrupted placements and death of the child. In these cases, the leave ends eight weeks after the event.
- 3.3.8 The right of leave does not apply to step-family adoptions or adoptions by foster-carers where there is already an established family relationship.

SPL enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. It should be noted, however, that SPL is optional. Parents are not obliged to take SPL.

You may be eligible to take a period of SPL and may also be eligible for statutory ShPP if you meet the qualifying conditions set out in this policy.

Mothers of babies due or adopters are able to bring their maternity or adoption leave to an end and convert the balance of leave into SPL.

The right to SPL and ShPP is in addition to any entitlement to ordinary statutory paternity leave and ordinary statutory paternity pay. However, SPL and ShPP are taken in place of statutory maternity or adoption leave and statutory maternity or adoption pay.

This policy is intended to assist employees by summarising their statutory rights but should not be regarded as exhaustive. The policy does not form part of any employee's contract of employment and the contents are subject to change if the relevant legislation is amended or repealed.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

4.1 Who is eligible?

- 4.1.1 SPL can be taken by a mother, father or same sex partner of a parent or primary adopter following the birth or adoption of a child.
- 4.1.2 In order to be eligible for SPL, you and your partner must satisfy the eligibility criteria set out at paragraphs 4.4.2 and 4.4.3 below.

4.2 When can SPL be taken?

- 4.2.1 SPL must be taken within **52 weeks** of the date of birth or the date of placement for adoption. It may also not commence before the end of the two-week compulsory maternity leave period (or equivalent two-week period in adoption cases). (NB. this is extended to 4 weeks where the mother is a factory/attached warehouse/workshop worker)
- 4.2.2 It is important to note that SPL cannot be taken unless the mother or adopter is entitled to maternity or adoption leave and has returned to work or ended their entitlement to that maternity or adoption leave (or, where they are not entitled to leave, their entitlement to maternity or adoption pay or maternity allowance has ended).
- 4.2.3 If you or your Partner intends to take OPL, you/they should consider using this before taking any SPL. Once you start SPL, you/your Partner will lose any untaken paternity leave entitlement. SPL is additional to your paternity leave entitlement.

4.3 Amount of leave

- 4.3.1 The total amount of time taken by both parents cannot exceed **52 weeks**. However, the actual amount of SPL available depends upon the amount of maternity or adoption leave already taken, or the amount of time during which the mother has been in receipt of maternity or adoption pay or maternity allowance. Any such period of time should be deducted from 52 weeks leaving the total time available to take as SPL.
- 4.3.2 So, for example, where a mother takes just 2 weeks' compulsory maternity leave following the birth of her child and then ends her maternity leave, the remaining 50 weeks will be available for sharing with her Partner where the mother chooses to end her maternity leave.
- 4.3.3 The mother and her Partner can elect to take SPL one after the other or at the same time, as long as the total time taken (as statutory leave) does not exceed 52 weeks (less the time taken by the mother as maternity/adoption leave at the outset).
- 4.3.4 SPL must be taken in blocks of a complete week.

4.4 Conditions of entitlement

- 4.4.1 In order to take SPL, certain conditions must be satisfied depending on whether you are the mother or father of the child / the mother's Partner.
- 4.4.2 To qualify for SPL where you are **the mother** you must:
- be an employee of the Company and have been continuously employed for at least 26 weeks ending with:
 - in birth cases, the week immediately before the Qualifying Week;
 - in adoption cases, the week in which you are notified by an adoption agency that you have been matched with a child;
 - and you must still be employed with the Company in the week before you are due to take SPL;
 - have caring responsibility for the child;
 - be entitled to statutory maternity or adoption leave;
 - have ended maternity or adoption leave or returned to work;
 - have submitted an **entitlement notice** (a copy of which can be found in Appendix 5) indicating the intention to take SPL;
 - have complied with any requests for evidence from the Company;
 - have submitted a **booking notice** (a copy of which can be found in Appendix 4) to take leave; and

- the father must satisfy the **economic activity test** (see Definitions below) and share caring responsibility for the child with you.

4.4.3 To qualify for SPL where you are **the father/Partner** you must:

- be an employee of the Company and have been continuously employed for at least 26 weeks ending with:
 - in birth cases, the week immediately before the 15th week before the EWC;
 - in adoption cases, the week in which you are notified by an adoption agency that you have been matched with a child;

and you must still be employed with the Company in the week before you are due to take SPL;

- have caring responsibility for the child;
- have submitted an **entitlement notice** (a copy of which can be found in Appendix 5) indicating the intention to take SPL;
- have complied with any requests for evidence from the Company;
- have submitted a **booking notice** (a copy of which can be found in Appendix 4) to take leave; AND
- the mother must be entitled to maternity or adoption leave/pay/allowance and have ended that leave/pay/allowance and must also satisfy the **economic activity test** (see Definitions below) and share caring responsibility for the child with you.

4.5 Notification

4.5.1 If you wish to take SPL following a child's birth or adoption, you must provide us with the following:

- an **entitlement notice** (a copy of which can be found in Appendix 5);
- a **booking notice** (a copy of which can be found in Appendix 4);
- Where you are the mother, you must also give us a **curtailment notice** to end your maternity leave (a copy of which can be found in Appendix 6);
- Where you are the adopter, you must also give us a **curtailment notice** to end your adoption leave (a copy of which can be found in Appendix 6),

at least **eight weeks** before the date on which you would like to start your SPL.

4.5.2 The entitlement notice contains a declaration that must be signed by both you and your Partner.

4.5.3 Within 14 days of the entitlement notice being served, we may require you to provide a copy of the child's birth certificate (or in the case of adoption, documentary evidence issued by the adoption agency confirming the name

and address of the adoption agency, the date you were notified of being matched and the date of placement) and the name and address of the other parent's/your Partner's employer, or if they are self-employed, their business address. Any information requested must be provided by you within **14 days** of the request being made.

4.6 Patterns of leave

- 4.6.1 Where you request one continuous period of leave, this will be granted to you.
- 4.6.2 However, where you request a discontinuous period of leave (i.e. separate blocks of leave) we may, within **14 days** of the request being made, either refuse the request, suggest alternative dates, or agree the leave.
- 4.6.3 You can submit up to 3 separate requests for leave or changes to periods of leave already requested. For example, you can submit a period of leave notice for 4 weeks of SPL and then submit a further request at a later date for another period of SPL, providing at least 8 weeks' notice before the chosen start dates of each period of leave. Each notice can be for a block of leave, or the notice may be for a pattern of discontinuous leave involving different periods of leave.
- 4.6.4 If your discontinuous period of leave is rejected you may either withdraw your request to take SPL by the **15th day** after submitting the request, or else you may take the total amount of leave requested as one continuous period of leave starting on a date you notify to us, provided this date is at least **8 weeks** before the chosen date. If you withdraw your request, your original request will not count towards the 3 separate requests for leave that you are allowed to submit.
- 4.6.5 Where a period of leave has been agreed with the Company, you can give notice to vary the start or end date of leave, change it from continuous to discontinuous leave or vice versa, or vary the amount of leave requested. Any such notice should be given at least **8 weeks** before such leave requested is due to start and will count towards one of your 3 notice requests.
- 4.6.6 The Company will consider any request for discontinuous leave and will endeavour to accommodate this wherever possible subject to business need.

4.7 Entitlement to ShPP

- 4.7.1 If you take SPL in accordance with this policy, you may be entitled to **ShPP** if you are taking SPL during what would have been your Partner's maternity or adoption pay period.
- 4.7.2 To be eligible for ShPP the mother or adopter must have been entitled to statutory maternity pay or statutory adoption pay and have ended the pay period. To be eligible for ShPP the father must have been entitled to statutory paternity pay and their partner entitled to statutory maternity or adoption pay or maternity allowance. In addition, your average weekly earnings must not be less than the lower earnings limit set by the government.

4.8 Amount of ShPP

4.8.1 ShPP is paid at a prescribed rate which is set by the government each tax year, or at 90% of your average weekly earnings if this is lower. For details of the current prescribed rate, please contact the Human Resources Department.

4.8.2 Your entitlement to ShPP will equate to the number of weeks of unexpired MA, SMP or SAP that remained when the child's mother or adopter curtailed their leave or returned to work.

4.9 Terms and conditions during SPL

4.9.1 All the terms and conditions of your employment remain in force during SPL, except for the terms relating to pay.

4.10 Pensions

4.10.1 During SPL, you will remain a member of the Scheme and you will continue to be covered for the death in service benefits.

4.10.2 For the duration of your paid SPL the Company shall continue to top up the employer's element of the pension scheme with its contributions in the normal way, based on your normal pensionable pay and contribution rate before SPL began. If any part of your SPL is unpaid, you will not pay any pension contributions and neither will the Company credit your pension. You can decide whether to make up the unpaid contributions when you return to work. A decision of whether to make up the contributions must be made and notified to the Company within 4 weeks of your return to work.

4.11 Annual leave

4.11.1 Annual leave cannot usually be carried over from one holiday year to the next. If the holiday year is due to end during your absence on SPL, you should ensure that you have taken your full year's entitlement before your SPL starts.

4.12 Keeping in touch

4.12.1 We may make reasonable contact with you from time to time during your SPL.

4.12.2 You may work (including attending training) for up to twenty "in touch" (or "SPLIT") days during SPL without bringing your SPL or your entitlement to ShPP to an end. These are in addition to the 10 "Keeping in Touch" (KIT) days available to the mother while on maternity leave.

4.12.3 The arrangements, including any additional pay for SPLIT days worked, would be set by individual agreement with the Company. You are however, not obliged to use your SPLIT days and the Company is not obliged to accept requests for SPLIT days.

4.12.4 Depending on the pattern of SPL you have taken, shortly before you are due to return to work, we may invite you to discuss (whether in person or by telephone) the arrangements for your return to work, for example to update you on any changes that have occurred during your absence and to consider any training needs you might have.

4.13 Returning to work

4.13.1 If you want to end a period of SPL early, you must give the Company eight weeks' written notice of your new return date. If you have already given us three Period of Leave notices you will not be able to end your SPL early without the Company's agreement.

4.13.1 Where the total amount of leave you have taken (including any period of SML, OAL or SPL) is **26 weeks** or less, you are entitled to return to the job in which you were employed before you took the leave.

4.13.2 Where the total amount of leave you have taken is more than **26 weeks**, you are entitled to return to the same job or, if that is not reasonably practicable, to another job which is suitable and appropriate for you to do.

4.14 Changing your return date

4.14.1 If you are unable to return to work from SPL as expected due to sickness or injury, this will be treated as sickness absence and our Sickness Absence Policy will apply.

4.14.2 If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return to work, you should submit your resignation in accordance with your contract. Once you have done so you will be unable to change your mind without our agreement. This will not affect your right to receive ShPP.

4.14.3 In any other case, a late return from SPL will be treated as unauthorised absence.

4.15 Definitions

4.15.1 **Economic activity test** means that your partner must have been employed or self-employed for part of any week in at least **26** of the **66 weeks** immediately before the expected week of birth or the week in which you were notified of being matched for adoption. Your partner must also have average weekly earnings of a level set by the government, currently **£30 a week** in **13** of the **66 weeks**.

Parental leave was introduced to give parents of children under a certain age, the right to take a period of time off work to look after a child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. The leave is unpaid.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

5.1 Parental Leave Entitlements

The right to parental leave will apply to all employees who:

- (i) have completed one year's service;
- (ii) have or expect to have responsibility for the child; and
- (iii) are taking the leave to spend time with or otherwise care for the child.

You have responsibility for the child if you are the biological or adoptive parent or have legal parental responsibility in some other way, for example under a court order.

The period of parental leave is 18 weeks and the right to leave arises separately for each eligible child. So if twins are born the right applies to each child. The leave can be taken in one-week blocks up to a maximum of four weeks in a 52-week period. Parents of a disabled child may, however, take blocks or multiples of one day.

You must tell us if you have taken parental leave while working for a previous employer within the last 52 weeks, as this counts toward your 18-week entitlement.

5.2 Conditions of Parental Leave

- 5.2.1 Employees can choose to take parental leave any time up until the child's 18th birthday.
- 5.2.2 If you return to work after a period of parental leave of four weeks or less, other than immediately following AML, you will be entitled to return to the job in which you were employed prior to the leave.
- 5.2.3 If you return to work after a period of parental leave of more than four weeks (this would only be granted in exceptional circumstances and it is not a statutory right) or immediately following AML, you will be entitled to return to a suitable and appropriate alternative job on at least the same terms and conditions as your old job if it is not practical for you to return to your old job.
- 5.2.4 You are required to provide evidence of your right to parental leave, i.e. evidence of your responsibility or expected responsibility for your child and evidence of your child's date of birth.
- 5.2.5 You must give the Company at least 21 days' notice of when leave is to begin and end. It would be helpful if you could give this notice in writing.

5.2.6 The company will try to accommodate your request wherever possible, however, leave may be postponed for business reasons for up to six months. Request for leave immediately after the time the child is due to be born or is placed with the family for adoption will not be postponed providing adequate notice i.e. 21 days is given. We will also not postpone parental leave if the postponement would result in the leave being taken after the child's 18th birthday.

Parental bereavement leave was introduced to give parents whose child, regrettably, dies or is stillborn the right to take a period of time off work to grieve and make arrangements. For the purposes of this policy, a 'child' means a person under the age of 18, including a still birth after 24 weeks of pregnancy. The leave is paid (subject to entitlements) as detailed below.

Please note that this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

6.1 Parental Bereavement Leave/Pay Eligibility

To qualify for Parental Bereavement Leave and Statutory Parental Bereavement Pay, you must meet the criteria both as a parent (including if you had day to day responsibility) and an employee. You might not be eligible for both, depending on your circumstances.

If you were the child's parent or a parent's partner

You may be eligible if at the time of the child's death or stillbirth, you were:

- the child or baby's parent - either biological, adoptive or parent of a child born to a surrogate; or
- the partner of the child or baby's parent.

Biological parents of the child or baby will not be eligible for Parental Bereavement Leave and Statutory Parental Bereavement Pay after an adoption or parental order was made, unless there was a contact order in place.

If you or your partner had day to day responsibility for the child

You may be eligible if both of the following apply:

- the child or baby was living with you at your home for 4 continuous weeks, ending with the date of death; and
- you or your partner had day to day responsibility for the child or baby's care during that time.

If you or your partner were being paid to look after the child or baby, you do not qualify for leave or pay unless you were:

- a foster parent being paid a fee or allowance by a local authority;
- reimbursed for expenses related to caring for the child or baby; or
- getting payments under the terms of a will or trust for the child or baby's care.

You are not eligible if one of the child or baby's parents or someone who had [parental responsibility \(parental responsibilities in Scotland\)](#) for the child was also living in the household.

If you or your partner were an adoptive parent

You are eligible for pay or leave:

- after the [adoption order](#) was granted; or
- before the adoption order was made, if the child was placed with you and the placement was not disrupted (for example, being temporarily placed elsewhere) or stopped.

If you or your partner were an adoptive parent of a child from outside the United Kingdom

If you or your partner were adopting a child from outside the United Kingdom and the adoption order had not yet been made, you may still be eligible. Both of the following must apply:

- the child was living with you after entering Great Britain; and
- you have the 'official notification' confirming your permission to adopt

If you or your partner had a baby with the help of a surrogate parent

You are eligible for pay or leave:

- after a parental order was made; or
- before a parental order was made if you had applied or intended to apply for a parental order within 6 months of the child's birth and expected it to be granted.

6.2 Parental Bereavement Leave Entitlement

Eligible employees are entitled to take up to two weeks' leave for each child who dies, regardless of length of service.

The leave can be taken in any of the following ways:

- two weeks in a continuous block;
- two weeks taken separately; or
- only one week of leave.

A week is the same number of days that you normally work in a week. So, for example, a week of Parental Bereavement Leave would be 2 days if you only work on Mondays and Tuesdays.

The leave:

- can start on or after the date of the death or stillbirth; but
- must finish within 56 weeks of the date of the death or stillbirth.

6.3 Parental Bereavement Pay Entitlement

You will be entitled to receive either £151.20 a week or 90% of your average weekly earnings (whichever is lower) if you are eligible.

Any money you get is paid the same way as your wages, for example weekly or monthly, along with deductions for tax and National Insurance.

6.4 Conditions to Entitlements

- Notice requirements:
 - in the first eight weeks after the date of the bereavement, you do not need to give us advance notice of your intention to take Parental Bereavement Leave - instead, notify your line manager as soon as possible on the day you want the leave to start (ideally before your usual start time). If necessary, someone else can do this on your behalf. If you have already started work, your leave can start the following day and we will usually allow you to take the rest of that day as compassionate leave.
 - to take Parental Bereavement Leave more than eight weeks after the date of bereavement, you must give your line manager at least one week's notice (preferably in writing). You must also give at least a week's notice to cancel planned Parental Bereavement Leave and to rebook it for another date.
 - We will ask you within 28 days of starting any period of Parental Bereavement Leave to confirm the following information in writing:
 - your name;
 - the date the child died or was stillborn;
 - the dates of paid or unpaid Parental Bereavement Leave taken; and
 - your relationship to the child.
- If you are taking another type of statutory leave (for example, maternity leave or paternity leave) when the child dies or stillbirth happens, your Parental Bereavement Leave must start after the other leave has ended but does not have to be taken immediately after. This includes if the statutory leave is for another child.
- If your Parental Bereavement Leave is interrupted by the start of another type of statutory leave, you can take your remaining entitlement to Parental Bereavement Leave after that other leave has ended. Your remaining Parental Bereavement Leave must still be taken within 56 weeks of the date of death or stillbirth.

- You can take Parental Bereavement Leave between blocks of shared parental leave that you booked before the child died. This includes if the shared parental leave is for another child.

Part Seven - Other family friendly rights

7.1 Working flexibly

All employees with at least 26 weeks' continuous service on the date of the request, who have not made a flexible working request during the last 12 months, have the right to apply to work flexibly. The request for flexibility may be in relation to varying your total hours of work, the days of work or the location of work.

For the avoidance of doubt, this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

The request must be made to your line manager in writing specifying:

- (i) the type of flexible terms desired;
- (ii) the proposed start date;
- (iii) the impact the change would have on the business and how that might be dealt with; and
- (iv) whether you have made any previous flexible working requests.

The Company will meet with you to discuss your request as soon as possible. You may be accompanied at this meeting by a colleague of your choice. They will be entitled to speak and to confer with you, but they cannot speak on your behalf.

The Company will respond in writing with its decision following this meeting and, if the decision is accepted, confirming the new working arrangements and the date on which they will commence. Unless otherwise agreed, any changes made as a result of a flexible working request will be permanent.

All requests will be considered seriously and will not be refused unless there are clear business grounds making the request unworkable. We may reject your request for one or more of the following business reasons:

- (a) the burden of additional costs;
- (b) detrimental effect on ability to meet customer demand;
- (c) inability to reorganise work among existing staff;
- (d) inability to recruit additional staff;
- (e) detrimental impact on quality;
- (f) detrimental impact on performance;
- (g) insufficiency of work during the periods that you propose to work; or
- (h) planned changes.

If your request has not been accepted, you may appeal in writing within 14 days of receiving our written decision. Your appeal must be dated and must set out the grounds on which you are appealing. We will hold a meeting with you to discuss your appeal, following which we will tell you in writing of our final decision including reasons. There is no further right of appeal.

For the avoidance of doubt, you may only make one flexible working request in any 12-month period (beginning with the date on which you made your last request).

7.2 Time off for dependants

As an employee (regardless of your length of service with the Company) you are entitled to take a reasonable amount of **unpaid** time off work to deal with an emergency or unexpected situation involving a *dependant*.

For the avoidance of doubt, this policy applies to employees only. It does not apply to agency workers or self-employed contractors.

The following list gives non-exhaustive examples of the types of emergency situations that may occur:

- A dependant falls ill, is injured or assaulted, or gives birth
- Childcare or other care arrangements break down, for example, if the childminder or nurse does not turn up
- The consequences of the death of a dependant, for example to deal with funeral arrangements
- A child is involved in a serious accident at school or during school hours, for example if a child has been involved in a fight or is distressed.

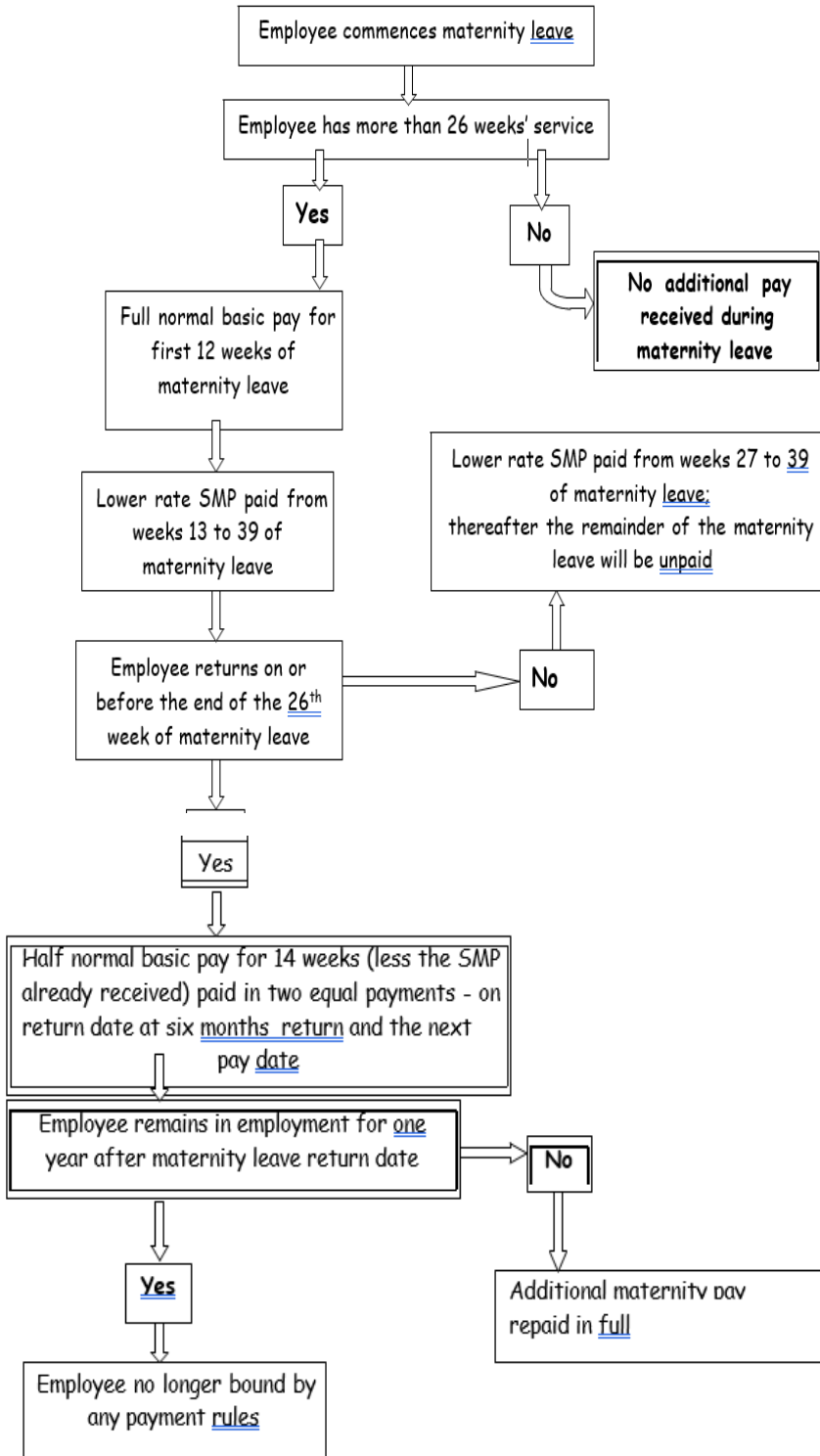
If an emergency occurs, you should notify the Company as soon as reasonably practicable of the reason for your absence and its likely duration. The amount of time off should be reasonable in the particular circumstances of the case, and should be sufficient to deal with the immediate problem and to arrange alternative longer-term care, if necessary. Contact with your Line Manager should be regular and you should advise your Line Manager of any changes in circumstances.

If you fail to notify us as set out in this policy, you may be subject to disciplinary action for taking unauthorised time off.

It is important to note that the time off is not available to *provide* the actual care. There is no set limit on the amount of time which employees should take off, and the Company will always consider each set of circumstances on their facts. However, in most cases, whatever the problem, one or two days will be the most that is needed.

No-one who takes time off in accordance with this policy will be subjected to any detriment.

Company Maternity Pay
Rules of Application



MATERNITY LEAVE FORM

Section A: Notification of Maternity Leave

To HR	(To be completed by the employee)
I wish to inform you that I am pregnant. My expected week of childbirth is the week beginning _____	
My Maternity Certificate (Mat B1) is attached/will follow (please circle)	
I intend to commence my maternity leave on _____	
<i>NB. if you want to change this date you must notify the company 28 days before the new intended start date, or if that is not reasonably practicable, as soon as reasonably practicable.</i>	
Name _____	Date _____
Signature _____	Dept _____

Section B: Acknowledgement

	(To be completed by HR)
Thank you for the notification of your maternity leave and as discussed, you are eligible for 52 weeks' maternity leave .	
Given your chosen start date, you will be expected to return to work on ___/___/___ and we look forward to seeing you on that date.	
If you want to come back to work before this date please complete Section C giving at least 8 weeks' notice of your new intended return date, or if that is not reasonably practicable, as soon as reasonably practicable. If you don't give this notice, the company has the right to postpone your return until 28 days from the date you informed the company that you would like to return early.	
Finally, whilst there is no statutory requirement for you to confirm your return date from OML/AML (other than early return) the Company will maintain reasonable contact with you in order to plan for your return.	
HR _____	Date _____

Section C: Notice of Early Return to Work

To HR	(To be completed by the employee)
I wish to inform you that I intend to return early from maternity leave on _____	
Signature _____	Date _____

PATERNITY LEAVE FORM

Section A: Notification of Paternity Leave

To HR	(To be completed by the employee)
I wish to inform you that I would like to take paternity leave. The expected week of childbirth is the week beginning _____	
I intend to commence my Paternity Leave on _____	
<i>NB. if you want to change this date you must notify the company 28 days before the new intended start date, or if that is not reasonably practicable, as soon as reasonably practicable.</i>	
I intend to take (please tick):	
<input type="checkbox"/> _____ weeks Enhanced Paternity Leave	
<input type="checkbox"/> 1 week's Ordinary Paternity Leave	
<input type="checkbox"/> 2 consecutive weeks' Ordinary Paternity Leave	
Name _____	Date _____
Signature _____	Dept _____

Section B: Notice of Early Return to Work

To HR	(To be completed by the employee)
I wish to inform you that I intend to return early from paternity leave on _____	
Signature _____	Date _____

SHARED PARENTAL LEAVE - BOOKING NOTICE

If you are the child's mother/primary adopter, you must also have submitted a *signed Curtailment Notice* to bring your maternity/adoption leave entitlement to an end and the *Notice of Entitlement Form* confirming your intention to take shared parental leave.

Please ensure this form is returned to Human Resources no less than 8 weeks before the chosen start date for your period of ShPL.

SECTION A: Basic Information / Dates of ShPL		
A1	Employee's name	
A2	Total ShPL available (whole weeks)	
A3	Total weeks ShPL <i>already taken</i> (with dates)	
A4	Number of whole weeks' ShPL to be taken by you	
A5	Number of whole weeks' ShPL to be taken by the person you will share ShPL with	
A6	Dates you would like to take ShPL <i>[Please specify both the start and end date of each period of leave]</i>	
SECTION B: ShPP Information		
B1	Total ShPP available (whole weeks)	
B2	Number of whole weeks' ShPP to be taken by child's mother/primary adopter	
B3	Total ShPP already taken (and dates)	
B4	Number of whole weeks' ShPP to be taken by child's father/partner of the child's mother/adopter	
B5	Dates you would like to take the ShPL	
SECTION C: Employee's Declaration		

I confirm the details provided in this form are true and accurate and I will inform my employer if I cease to satisfy any of the conditions governing my entitlement to ShPL and ShPP.

Signed

Dated

NOTICE OF ENTITLEMENT AND INTENTION TO TAKE SHARED PARENTAL LEAVE

If you are the child's mother/primary adopter and you have not returned to work you must also submit a signed curtailment notice to bring your maternity/adoption leave entitlement to an end.

Section A: Basic information		
<p>Guidance notes. Shared parental leave (ShPL) may be shared between a child's mother/primary adopter and either the child's father or the partner of the child's mother/adopter. Both parties must expect to share the main responsibility for the child's upbringing.</p> <p>"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.</p>		
A1	Employee's name	
A2	I am the child's mother*/primary adopter*/child's father*/the partner of the child's mother or primary adopter* (*delete as appropriate)	
A3	Child's expected week of birth/date of placement	
A4	Child's actual date of birth (if known)	
A5	Child's place of birth (if known)	
A6	Child's name (if known)	
Section B: Maternity leave, statutory maternity pay or maternity allowance/Adoption leave, statutory adoption pay		
<p>Guidance notes. If you are the mother/primary adopter, please give your maternity leave (ML)/ adoption leave (AL) dates below. If you are still on ML/AL you must also submit a maternity/adoption leave curtailment notice to bring your ML/AL to an end.</p> <p>If you are the child's father or the partner of the child's mother/adopter please give the mother/primary adopter's ML/AL dates. If she is not entitled to statutory ML/AL (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) or statutory adoption pay (SAP) period as applicable. She must give her employer notice to curtail her ML/AL or SMP/SAP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.</p>		
B1	ML / SMP / MA start date or in an adoption case the AL / SAP start date	
B2	ML / SMP / MA end date or in an adoption case the AL / SAP end date	
B3	Total ML / SMP / MA (weeks) or in an adoption case the total AL / SAP (weeks)	
Section C: Shared parental leave		
<p>Guidance notes. The total ShPL available is 52 weeks minus the mother's ML, SMP, or MA or in adoption cases the primary adopter's AL or SAP period (see B3).</p> <p>The first period of ShPL cannot start until at least two weeks after the child is born or in adoption cases 2 weeks after taking adoption leave and/or claiming SAP, and at least eight weeks after you submit this opt-in notice.</p>		

C1	Total ShPL available (whole weeks).	
C2	Number of whole weeks' ShPL intended to be taken by you.	
C3	Number of whole weeks' ShPL intended to be taken by the person you will share ShPL with.	
C4	Indication of dates you would like to take ShPL.	
C5	The dates in C4 will be treated as a non-binding until a period of leave notice is given. If you want to treat this notice as a period of leave notice to take ShPL on the dates given in C4 tick here.	
Section D: Statutory shared parental pay		
Guidance notes. The total statutory shared parental pay (ShPP) available is 39 weeks minus the mother's SMP or MA or in adoption cases the primary adopter's SAP period (see B3).		
D1	Total ShPP available (whole weeks).	
D2	Number of whole weeks' ShPP intended to be taken by child's mother/primary adopter.	
D3	Number of whole weeks' ShPP intended to be taken by child's father/partner of the child's mother/adopter.	
D4	Indication of dates you would like to take ShPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take ShPP is given. If you want to treat this notice as a notice to take ShPP on the dates given in D4 tick here.	

Section E: Employee's declaration	
Guidance notes. "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/primary adopter* and I am entitled to statutory ML/AL. I have submitted a curtailment of maternity/adoption* leave notice (or will submit it before the person I am sharing ShPL with takes ShPL and at least eight weeks before the first date on which I intend to take ShPL).*	
<i>or</i>	
I am the child's father or the partner of the child's mother/adopter.*	
I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) or in adoption case I had at least 26 weeks' continuous employment by the end of the week the adoption agency notified me that I had been matched with a child for adoption (Qualifying Week) *, and have remained continuously employed since then.	
My normal weekly earnings in the eight-week period ending with the 15th week before the EWC/the Qualifying Week* were not less than the lower earnings limit (£111 for 2014-15). (<i>Delete if not applicable</i>)	
I expect to share the main responsibility for the care of the child with the person who has completed Section F.	

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

I will immediately inform Human Resources if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to ShPL or ShPP.

The information I have given in this notice is accurate.

(*delete one as applicable.)

Signed

Date

Section F: Declaration by person taking shared parental leave with 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/primary adopter, you must be the child's father or the partner of the child's mother/primary adopter.

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

"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/primary adopter and I am (or was) entitled to ML, SMP or MA **or** in an adoption case AL/SAP*. I have curtailed my ML, SMP or MA **or** in an adoption case my AL/SAP*, 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/primary adopter.*

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

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

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

I consent to your employee taking ShPL 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.

*(*delete as applicable)*

Signed

Date

CURTAILMENT NOTICE

If you are the child’s mother/primary adopter, use this form to bring your maternity/adoption leave and/or maternity/adoption pay or allowance period to an end in order to enable you and/or your partner to participate in the ShPL scheme.

Please ensure this form, along with a completed Notice of Entitlement for you or your partner, is returned to Human Resources.

SECTION A: Basic Information		
A1	Employee's name	
A2	Child's actual date of birth (if known)	
A3	Child's name (if known)	
SECTION B: Maternity Leave (ML), Adoption Leave (AL), Statutory Maternity Pay (SMP) or Maternity Allowance (MA), Statutory Adoption Pay (SAP)		
B1	ML / SMP / MA start date or in adoption cases AL / SAP start date*	
B2	ML / SMP / MA requested end date or in adoption cases AL / SAP requested end date*	
SECTION C: Employee's Declaration		
<p>I am the child's mother/primary adopter* and I am entitled to statutory ML / SMP / MA or AL / SAP*. I am submitting this form in order to enable me and/or my partner to participate in the shared parental leave scheme.</p> <p>The information I have given in this notice is accurate.</p> <p>Signed:</p> <p>Date:</p>		

* delete as appropriate