



Shared Parental Leave Policy
Human Resources Department

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Definitions

Mother	refers to birth mother
Primary Adopter	Where an individual member of staff is adopting a child they are the sole or primary adopter, or where a couple adopts, the spouse, partner or civil partner who would take Adoption Leave would be considered the primary adopter.
Partner	Refers to the child's father or the mother's/primary adopter's partner, e.g. spouse, civil or long-term partner, but who is not their relative, i.e. sibling, child, parent etc.
Parent(s)	Refers to one of two, or both people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father, or adoptive parents).
Qualifying week	The 15 th week before the Expected Week of Childbirth (EWC) or the week in which an adopter was notified of having been matched with a child for adoption

1. Introduction

- 1.1 The University is committed to supporting employees who are new parents and enabling them greater flexibility to jointly care for the child during the first year.
- 1.2 This policy sets out entitlements to Shared Parental Leave and Shared Parental Pay and the obligations of members of staff who wish to exercise those entitlements, and aims to balance the needs of the University with the needs of the member of staff.
- 1.3 Shared Parental Leave should not be confused with ordinary Parental Leave and it does not affect the existing entitlement to statutory Maternity Leave, Adoption Leave or Paternity Leave.

2. Shared Parental Leave

- 2.1 Shared Parental Leave provides eligible parents with greater flexibility in considering how to best care for their child during the first year of birth or placement for adoption, by enabling the sharing of leave entitlements that were previously only available to one partner through Maternity Leave or Adoption Leave. It enables new mothers/primary adopters to curtail their maternity/adoption leave early (i.e., before the full entitlement has been exhausted), or commit to doing so early at a nominated future date, and thereby transfer any untaken balance of leave/pay into a Shared Parental Leave/Pay 'pot', which can then be accessed by (shared between) both parents as 'Shared Parental Leave', so long as the 'balance' of untaken weeks transferred into the pot is not exceeded. This means the leave entitlements, and potentially pay entitlement, can be split between the parents, subject to the qualification criteria and provisions detailed within this policy.
- 2.2 Parents can decide to take Shared Parental Leave consecutively or concurrently, giving them the option to take more time off together than the current two weeks provided for by statutory Paternity Leave. In contrast to Maternity, Adoption and Paternity Leave, eligible members of staff will be able to stop and start their Shared Parental Leave and return to work between periods of leave.
- 2.3 Shared Parental Leave is available to both parents who share the main caring responsibility of the child (see also section 4: 'Eligibility'). It can only be used by the mother/primary adopter and one of the following:
 - the biological father; or
 - the mother's husband, or partner (including same sex relationships) or civil partner
 - the primary adopter's spouse, or partner (including same sex relationships) or civil partner

3. Entitlement

To explain entitlements under this policy, it is necessary to separate entitlement to leave and entitlement to pay.

Entitlement to Leave:

- 3.1 The birth mother must compulsorily take 2 weeks of maternity leave from the day of the birth of the child before they are able to end their maternity leave. In the case of adoption, the primary adopter must take the first 2 weeks of adoption leave in order to qualify for Shared Parental Leave.
- 3.2 After this compulsory first 2 weeks of leave maternity/adoption leave, eligible members of staff can opt to curtail their leave entitlement early and thereby transfer the residual balance of leave into a Shared Parental Leave pot, which may then be accessed and shared between both parents. Individuals can share up to a maximum of 50 weeks leave as Shared Parental Leave in this way (52 weeks less 2 weeks compulsory maternity/adoption leave, see 3.1). The actual amount of Shared Parental Leave that transfers into the pot is determined by the portion of maternity/adoption leave entitlement still available (i.e. the balance) at the point the mother / primary adopter curtails their maternity / adoption leave. At the point the maternity/adoption leave is curtailed, the untaken balance of leave will be transferred to the Shared Parental Leave 'pot', which can then be shared between both parents (as described in 2.1). For example:
- If the mother/primary adopter curtails their maternity leave after **week 30**, the untaken balance of leave will be 22 weeks (52 weeks less 30 weeks that have been used). This 22 weeks of leave becomes the Shared Parental Leave 'pot', and can then be accessed by either party (one party can use the full entitlement of 22 weeks leave, or the leave can be shared between them in whatever proportion they wish to use it), subject to the completion of the relevant forms (see appendices).
 - If the mother/primary adopter curtails their maternity leave after **week 48**, the untaken balance of leave will be 4 weeks (52 weeks less 48 weeks that have been used). This 4 weeks of leave becomes the Shared Parental Leave pot, and can then be accessed by either party (one party can use the full entitlement of 4 weeks leave, or the leave can be shared between them in whatever proportion they wish to use it), subject to the completion of the relevant forms.
- 3.3 The birth mother/primary adopter can commit to curtailing their maternity leave early, but with this to take effect at a nominated future date (i.e., not with immediate effect). For example, the mother/primary adopter can commit at week 3 to curtailing their maternity/adoption leave after week 30. This enables the second parent to benefit from being able to access the Shared Parental Leave pot as soon as this commitment is made (ie, from week 3), but without requiring the birth mother/primary adopter to end their maternity/adoption leave until the nominated future date (ie, until after week 30).
- 3.4 Eligible parents may therefore take leave at the same time (either on maternity leave and Shared Parental Leave or both on Shared Parental Leave) or can take leave separately, so long as the overall balance is not exceeded.
- 3.5 Eligible fathers/partners can take Shared Parental Leave immediately following the birth or placement of the child (subject to the commitment having been made by the birth mother/primary adopter to curtail their maternity/adoption leave early), but may first choose to exhaust any Paternity Leave entitlements.

- 3.6 Shared Parental Leave can be taken in either a single continuous block or in smaller amounts of complete weeks up to three separate blocks. If an individual would like more than one block of leave, they are encouraged to request this from the outset so as to provide the maximum notice, but individuals are not obliged to do so, and can request leave in accordance with the notification and evidence requirements detailed in section 5, by giving 8 week's notice.

Entitlement to Pay:

- 3.7 As well as Shared Parental Leave, eligible members of staff may also be entitled to share up to 37 weeks Shared Parental Pay (39 weeks statutory maternity/adoption pay entitlement, less 2 weeks compulsory maternity/adoption leave/pay, see 3.1), so long as there is a residual entitlement to statutory maternity/adoption pay at the point the maternity/adoption leave is ended.
- 3.8 Per 3.1, the birth mother must compulsorily take 2 weeks maternity leave from the day of the birth of the child before they are able to end their maternity leave. In the case of adoption, the primary adopter must also take 2 weeks of adoption leave from the date of placement in order to qualify for Shared Parental Leave. In both cases, pay during this 2 week period will be based on full pay, under the terms of the respective Maternity/Adoption Leave policies. During this period, eligible fathers/partners are able to access paid entitlements under the Paternity Leave policy.
- 3.9 The actual amount of Shared Parental Pay that transfers into the pot is determined by the portion of the portion of statutory maternity/adoption pay entitlement still available (i.e. the balance) at the point the mother / primary adopter curtails their maternity / adoption leave. At the point the maternity/adoption leave is curtailed, any untaken balance of statutory pay entitlement will be transferred to the Shared Parental Pay 'pot', which can then be accessed and shared between both parents (as described in 2.1). For example:
- If the mother/primary adopter curtails their maternity leave after **week 30**, the untaken balance of statutory pay will be 9 weeks (39 weeks less 30 weeks that has been used). This 9 weeks of statutory pay entitlement becomes the Shared Parental pay 'pot', and can then be accessed by either party (one party can use the full entitlement of 9 weeks pay, or the pay can be shared between them in whatever proportion they wish to use it), subject to the completion of the relevant forms (see appendices).
 - If the mother/primary adopter curtails their maternity leave after **week 40**, the untaken balance of statutory pay will be 0 weeks (as the full entitlement to 39 weeks statutory maternity/adoption pay has been exhausted). The father/partner can still access the balance of leave (as outlined above), but any leave taken will not qualify for pay, as the entitlement to pay has been used up.
- 3.10 Rate of pay: Where the father/partner qualifies for pay, the *number of weeks' pay* they are entitled to will depend on the number of weeks' statutory pay that has been transferred into the pot. For example:

- If 9 weeks of statutory pay has been transferred into the pot, they will be entitled to pay for 9 weeks.
- If 25 weeks of statutory pay has been transferred into the pot, they will be entitled to pay for 25 weeks.

Subject to the above, the *rate of pay* they will receive in the weeks where there are eligible for pay will be as set out below. These rates incorporate 'occupational' shared parental pay (ie, the extra pay the University adds to top-up statutory pay to either full or half pay (as applicable):

Up to 12 weeks at full pay (inclusive of statutory Shared Parental Pay)
Up to a further 25 weeks of statutory Shared Parental Pay only.

3.11 For the latest statutory shared parental pay amount, please see [SSP](#).

4. Eligibility

4.1 All staff are potentially eligible to access the benefits of this policy, subject to them satisfying the provisions within 2.3, section 3, and the following criteria:

- Must have, or expect to have responsibility for caring for the child;
- Must be an employee, and the other parent must meet the statutory qualifying tests, see below. N.B. Where one parent does not qualify for Statutory Shared Parental Leave or Pay by virtue of not meeting the statutory qualifying test (such as where one partner does not work and for this reason, or other reasons, does not pass the statutory employment and earnings test), then the other partner will not be able to access Shared Parental Leave/Pay under this policy.
- In the case of the mother/primary adopter: Must have ended their entitlement, returned to work or given notice to reduce their maternity / adoption leave or pay / allowance i.e. take less weeks than entitled:
- In the case of the other parent: must be the biological father, and/or husband, partner or civil partner of a mother/primary adopter who has ended their entitlement, returned to work or given notice to reduce their maternity / adoption leave or pay / allowance i.e. take less weeks than entitled;

4.2 To be eligible for Shared Parental Leave and Shared Parental Pay, the relevant statutory qualifying tests must be met. Full details can be accessed on the UK Government website: [Shared Parental Leave and Pay: Eligibility for birth parents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/shared-parental-leave-and-pay-eligibility-for-birth-parents)

4.3 Single parents generally do not qualify for Shared Parental Leave. Further advice can be sought from the external charity, [Gingerbread](#), and our payroll team (payroll@liverpool.ac.uk).

- 4.4 Members of staff must request Shared Parental Leave in accordance with the notification and evidence requirements detailed in section 5 to be eligible.
- 4.5 If a member of staff taking shared parental leave stops sharing responsibility for the child, they must inform their line manager and Payroll (payroll@liverpool.ac.uk) straight away.
- 4.6 The entitlement to shared parental leave or shared parental pay will end and they may be required to return to work.
- 4.7 Where it is not practical for the staff member to return to work straight away, they can still be required to be off for any shared parental leave they had booked for up to 8 weeks, while the necessary arrangements are put in place.

5. Process

To request Shared Parental Leave, the following three notifications must be provided within the required timescales.

5.1 Maternity/Adoption Leave Curtailment Notice

- 5.1.1 The first stage of the process requires the mother/adopter to give notice that they are ending their maternity/adoption leave early. This needs to be done by submitting a Maternity/Adoption Curtailment Notice (Appendix 1). This sets out the intended end date for maternity/adoption leave and thereby creates an entitlement to Shared Parental Leave and Pay. This must be submitted to their Line Manager at least 8 weeks before the maternity or adoption leave is to end. In cases where the mother/adopter is not an employee of the University of Liverpool, the partner (University employee) will provide notice through the Notification of Entitlement and Intention to Take Shared Parental Leave form (see 5.2). The partner of the mother, or secondary adopter, can start Shared Parental Leave while the mother/primary adopter is still on maternity leave, adoption leave as long as the Maternity/Adoption Curtailment Notice has been submitted and confirmed within the correct time frame.
- 5.1.2 This notice can be submitted before or after the birth/placement. If submitted before the birth/placement, there is a six week window after the birth/placement during which the mother/primary adopter can change their mind and decide to remain on maternity/adoption leave or take Shared Parental Leave at a later date. If it is submitted after the birth/placement, the notice is binding and can only be revoked under exceptional circumstances.

5.2 Notice of Entitlement and Intention to Take Shared Parental Leave

- 5.2.1 Secondly, Members of staff and their partners must complete **'The Notice of Entitlement and Intention' (Appendix 2)**. This Notice must be submitted to Line Managers at least 8 weeks before the date the period of Shared Parental Leave is to commence and may be submitted at the same time as **'The Maternity/Adoption Curtailment Notice'** This provides an indication of start and end dates of any Shared Parental Leave that is to be requested. The Notice also requires confirmation of eligibility, entitlement and signed declaration and consent from partners.

- 5.2.2 At this stage the information about how and when leave is intended to be taken is non-binding and is requested to provide managers with an idea of when any leave may be taken for planning purposes.
- 5.2.3 Members of staff can vary or cancel their proposed Shared Parental Leave dates following the submission of a 'Notice of Entitlement and Intention' by submitting a '**Variation or Cancellation of Notice of Entitlement and Intention**' (**Appendix 3**). There is no limit on the number of variations that can be served, provided that they are submitted at least 8 weeks before any proposed date for Shared Parental Leave is to start.

5.3 Period of Leave Notice (Booking Shared Parental Leave)

- 5.3.1 Thirdly, a Period of Leave Notice is requested to book any periods of Shared Parental Leave. Eligible members of staff must complete the '**Period of Leave Notice**' (**Appendix 4**) and submit it to their Line Manager at least 8 weeks before the requested leave is to start. Members of staff are entitled to submit three Period of Leave Notices.
- 5.3.2 The Period of Leave Notice must clearly indicate the start and finish dates of the periods of leave to be taken. The Notice can be given at the same time as 'The Notice of Entitlement and Intention' and 'The Maternity/Adoption Leave Curtailment Notice'.
- 5.3.3 A Notice may contain a request for a single period of continuous leave e.g. six consecutive weeks or two or more periods of leave (discontinuous leave) e.g. eight weeks Shared Parental Leave over a four month period with intervals of returning to work.
- 5.3.4 Members of staff have the right to take a block of continuous leave providing the request does not exceed the total number of weeks available.
- 5.3.5 Members of staff requesting discontinuous leave must seek agreement from their Line Manager, as detailed in section 6.
- 5.3.6 Members of staff can vary or cancel their proposed Shared Parental Leave dates following the submission of a Period of Leave Notice by submitting a '**Variation or Cancellation of Period of Leave Notice**' (**Appendix 5**) at least 8 weeks before any period of leave varied or cancelled is due to commence. However, at this stage, any variation or cancellation will usually count towards a new notification and reduce the total number of leave requests available by one. A change as a result of a child being born early or a request made by the University for a change, which is agreed, would not count towards the request limit.

6. Responding to Requests

- 6.1 All requests for continuous leave will receive confirmation from the HR Department in writing within 14 days.

- 6.2 All requests for discontinuous leave will be carefully considered on a case by case basis, weighing up the operational needs of the University and the potential benefits to the member of staff. In response to requests for discontinuous leave, the University has 14 days to discuss the leave arrangements with the member of staff and either agree to the pattern of leave, refuse it or discuss alternative dates.
- 6.3 If alternative dates cannot be agreed, or the request is refused, members of staff can decide to take all the leave requested as a period of continuous leave starting either on the start date of the first period of leave originally requested or on another preferred date (provided the member of staff gives at least 8 weeks' notice of the new start date). In this case, members of staff have 5 days from the end of the two week discussion period to notify the Line Manager of the new start date. The University would normally expect blocks of discontinuous leave to be taken in periods of at least 4 weeks.
- 6.4 Alternatively, if periods of leave have not been agreed, members of staff can withdraw the notice to take leave within 15 days of the date the notice was originally submitted. Requests that have been withdrawn in these circumstances do not count towards the limit on the number of requests for leave that a member of staff can make.

7. Supplementary Evidence Requests

- 7.1 In addition to self-certification of eligibility (**'The Notice of Entitlement and Intention' at Appendix 2**), a member of staff may be asked to provide supplementary evidence. A copy of the child's birth certificate, or if this is not available confirmation from the midwife or GP of the date of the child's birth will be required. In the case of adoption, details of the adoption agency, and expected date that the child will be placed will be required. Additionally, the name and address of the partner's employer will also be requested. Any requested information must be produced within 14 days in order to be entitled to Shared Parental Leave.
- 7.2 Abuse of the Shared Parental Leave system would be considered a disciplinary matter.

8. Terms and Conditions

- 8.1 During a period of Shared Parental Leave members of staff will be entitled to the same terms and conditions that would have applied had they not taken the leave, with the exception of remuneration.
- 8.2 During any period of unpaid Shared Parental Leave, the University will continue to maintain both the University's superannuation contributions and in respect of the member of staff concerned at the salary/wage to which they would have been entitled had they not been absent.

9. Shared Parental Leave in Touch Days

- 9.1 A member of staff may, by mutual agreement with their Line Manager, carry out up to 20 days work, known as 'Shared Parental Leave in Touch' (SPLIT) days during their

Shared Parental Leave, in addition to 10 maternity/adoption KIT days (where applicable).

- 9.2 SPLIT days may be used for an individual to attend a team meeting, training or to attend work and keep up-to date with any developments. SPLIT days may be used to work part of a week during Shared Parental Leave. The Line Manager and member of staff may use SPLIT days to effect a gradual return to work by the employee towards the end of a long period of Shared Parental Leave or to trial a possible flexible work pattern.
- 9.3 A member of staff will receive time off in lieu or payment at their normal basic rate of pay (inclusive of statutory and/or occupational maternity pay) for the hours worked.
- 9.4 Prior to the commencement of the leave period, managers should discuss arrangements for staying in touch with the member of staff. This may include an agreement about how the contact will occur, how often and for what purposes.
- 9.5 The 'Shared Parental Leave in Touch Days' form should be completed and submitted to The Human Resources Department in order for arrangements to be administered.

10. Returning to Work

10.1 Members of staff are entitled to return to the same job following a period of Shared Parental Leave if their combined leave period (comprising of maternity/adoption/paternity and shared parental leave) totals 26 weeks or less. This is unaffected by unpaid parental leave of up to four weeks being taken as well.

10.2 In the case where the number of weeks maternity/adoption/paternity and Shared Parental Leave exceeds 26 weeks on aggregate, or the total number of unpaid shared parental leave exceeds 4 weeks, the member of staff will be able to return to the same job, or, if this is not reasonably practicable, to another suitable job that with associated terms and conditions not less favourable.

10.3 Annual Leave

The University allows for annual leave to be accrued throughout the period of Shared Parental Leave.

Annual leave and accrued closure days or bank holidays are to be taken in agreement with the employee's Line Manager. The University's expectation is that the leave accrued would be taken immediately following the end of the SPL leave period to assist with the management of operational requirements.

For academic staff with no set annual leave period within contractual terms and conditions, individuals will accrue the same amount of annual leave as a member of staff on the same grade on a PMSA contract i.e. 30 days.

10.4 Salary on Return to Work

On return to work, the member of staff shall be placed on the salary scales at the point to which they would have normally progressed at that time.

Other Terms

- 11.1 In the case of a multiple birth or the adoption of more than one child, the parents are entitled to the same benefits as if they were having one child.
- 11.2 Shared Parental Leave is only available during the first year of birth or placement for adoption. Any Shared Parental Leave not taken within the twelve month period will be lost.
- 11.3 Repayment of Occupational Shared Parental Pay:

In the event that a member of staff fails to return to work after a period of shared parental leave, or returns to work but fails to continue in employment for at least 3 months, the University will normally require the member of staff concerned to repay the non-statutory element of the pay received.

Appendix 1

Shared Parental Leave

The Maternity/Adoption Leave Curtailment Notice

Please complete the details below to confirm that you propose to bring to an end your maternity/adoption leave and pay and start a period of Shared Parental Leave. You must give at least 8 weeks' notice. Please submit this form to your line manager and to Payroll (payroll@liv.ac.uk).

Your partner can start Shared Parental Leave while you are still on maternity leave,/adoption leave as long as the Maternity/Adoption Curtailment Notice has been submitted and confirmed within the correct time frame.

Once this form has been submitted, you will receive confirmation of your intention plus the relevant forms to complete to provide details should you wish to take shared parental leave, if not already submitted.

Please note this notice is BINDING if given after the birth or adoption. If given before the birth or adoption you may withdraw this notice in writing up to 6 weeks after the birth or adoption date, as long as you have not returned to work or the end date already passed.

Personal Details

Surname:	Forenames:
Email:	Tel no:
Staff Number:	
Department:	
Line Manager:	

Confirmation of Maternity / Adoption Leave and Pay Period

Please confirm the start and end date of your maternity leave and pay period.

Please note: the end date of the maternity leave period must allow for the 2 week compulsory maternity leave period immediately following the birth.

Start Date of Maternity / Adoption Leave:
End Date of Maternity/Adoption Leave:
End date of SMP/SAP:
Expected week of childbirth:
Date of birth / date of adoption (where appropriate):

Details:

Please provide brief details of how you intend to take your shared parental leave and who this will be shared with.

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Declaration:

Please sign below to confirm that your intention to end your maternity leave period and start an application for Shared Parental leave.

Employee (Mother/Primary Adopter) Signature:
Dated:

Received and noted:

Line Manager:
Dated:

Appendix 2

Shared Parental Leave

The Notice of Entitlement and Intention to Take Shared Parental Leave

Please complete the details below confirming your intention to take Shared Parental Leave. Please ensure that a 'Notification to End Maternity/Adoption Leave' form has either already been submitted or is submitted with this form.

Please submit this form at least 8 weeks before the date of the Shared Parental leave is to commence to both your line manager and Payroll (payroll@liv.ac.uk). It may be submitted at the same time as the 'Maternity/adoption Curtailment' form.

This form may be used for a different organisation if the mother/primary adopter is not an employee of the University.

Employee Personal Details

Surname:	Forenames:
Email:	Tel:
Staff Number:	
Department:	
Line Manager:	

Partners Details: Please confirm the details of the individual with whom the parental leave will be shared with:

Surname:	Forenames:
Home Address:	
NI number:	
Employer's* (please state if self-employed)	Details:
Name of Employer:	
Address of Employer:	
Contact Name at present employer (e.g. Line Manager or HR):	
Email address for Contact	
Telephone number for contact:	

Please note: the University may contact your partner's employer to confirm the requested period of Shared Parental Leave.

Employee Confirmation of Entitlement:

I confirm that (please tick as appropriate):

- I have 26 weeks service at the 15th week before the expected week of childbirth (EWC) (for statutory purposes)

The total amount of shared parental leave available is..... weeks (52 weeks minus any maternity or adoption leave already taken, including 2 weeks compulsory leave).

As relates to the mother or primary adopter:

Start Date of Maternity/Adoption Leave:
End Date of Maternity/Adoption Leave:
End date of SMP/SAP:
Expected week of childbirth:
Date of birth / date of adoption (where appropriate):

If not already submitted, please attach a copy of the child's birth certificate, adoption matching certificate or MATB1 (if before the child is born) and a copy of the end of maternity/adoption form

Employee Commencement of Shared Parental Leave:

I wish to exercise my right to shared parental leave as follows:

Start date of shared parental leave:
End date of shared parental leave:
Intended date of return to work:

Employee Declaration:

I confirm that both my partner and I meet the qualification requirements to take Shared Parental Leave (including the employment and earnings test) and we are sharing childcare responsibilities.

I will immediately inform HR should I cease to meet the conditions of eligibility.

Please tick this box if your partner is the mother or primary adopter:

- I consent to the amount of leave that my partner intends to take and that I will immediately inform them should I cease to meet the conditions for eligibility.

Employee Signature:

Dated:

Partner's Declaration:

I confirm that I meet the requirements for Shared Parental Leave (including the employment and earnings test) and agree to supply the University of Liverpool with confirmation of my date of curtailment from my current employer.

Please tick this box if your partner is the mother or primary adopter:

- I consent to the amount of leave that my partner intends to take and that I will immediately inform them should I cease to meet the conditions for eligibility.

Partners Signature:

Dated:

Received and noted:

Line Manager:

Dated:

For Office use (Payroll)

- A copy of the child's birth certificate **or**
- Written confirmation from the midwife or GP of the expected date of the child's birth **or**
- Details of the adoption agency and expected date that the child will be placed

Appendix 3

Shared Parental Leave

Variation or Cancellation of Entitlement and Intention to Take Shared Parental Leave

Please complete the details below confirming the cancellation or variation in intended dates to take Shared Parental Leave. Please ensure that a 'Notification to End Maternity/Adoption Leave' form has either already been submitted or is submitted with this form.

Please submit this form at least 8 weeks before the date of the Shared Parental Leave is to commence to both your line manager and Payroll (payroll@liv.ac.uk).

The details provided by you and your partner in the 'Notice of Entitlement and Intention to Take Shared Parental Leave' form will continue to be used e.g. your partner's employment details. If this information has changed please notify your HR Administrator.

Employee Personal Details

Surname:	Forenames:
Email:	Tel:
Staff Number:	
Department:	
Line Manager:	

To cancel your intention to take Shared Parental Leave

I confirm that I wish to cancel my intention to take Shared Parental Leave planned for the dates below:

Start date of shared parental leave:
End date of shared parental leave:
Intended date of return to work:

Employee Signature:
Dated:

Appendix 4

Shared Parental Leave

Period of Leave Notice

Please complete the details below confirming your intention to take a period of Shared Parental Leave.

Please submit this form at least 8 weeks before the date of the Shared Parental Leave is to commence to both your line manager and Payroll (payroll@liv.ac.uk).

Employee Personal Details

Surname:	Forenames:
Email:	Tel:
Staff Number:	
Department	
Line Manager:	

Confirmation of Entitlement:

I confirm that my partner and I continue to be entitled to take shared parental leave, as previously declared.

Start Date of Maternity/Adoption Leave:
End Date of Maternity/Adoption Leave:
End date of SMP/SAP:
Expected week of childbirth:
Date of birth / date of adoption (where appropriate):

Requested Period of Shared Parental Leave:

Please note that to request a change to any period of leave, 8 weeks notification of the intention to change must be given.

You may request up to 3 periods of leave in this notice and be entitled to enhanced shared parental pay.

The first start date may be an actual date or expressed as the number of days from the date of the birth or adoption, if this notice is given before the birth or adoption. **Please remember to promptly confirm the actual date of birth to your HR Administrator so they can affect the changes.**

I will take the following period/s of Shared Parental Leave (please note this should be in blocks of whole weeks):

		No weeks	of	Running total of weeks
Start date	End date			
Start date	End date			
Start date	End date			
Intended final date of return to work:				

My partner will be taking shared parental leave as follows:

		No weeks	of	Running total of weeks
Start date	End date			
Start date	End date			
Start date	End date			

Details:

Please provide any additional details in relation to your shared parental leave, including the sharing of pay if, for example, you are taking leave at the same time:

Declaration:

Employee Signature:
Dated:

Received and approved:

Line Manager:
Dated:

Appendix 5

Shared Parental Leave

Variation or Cancellation of Period of Leave Notice

Please complete the details below confirming your intention to take a period of Shared Parental Leave.

Employee Personal Details

Surname:	Forenames:
Email:	Tel:
Staff Number:	
Department	
Line Manager:	

Confirmation of Entitlement:

I confirm that my partner and I continue to be entitled to take shared parental leave, as previously declared.

I intend to vary my period of Shared Parental Leave and to take it as follows:

		No weeks	of	Running total	of
Start date	End date			weeks	weeks
Start date	End date				
Start date	End date				
Intended final date of return to work:					

My partner will be taking shared parental leave as follows

		No weeks	of	Running total	of
Start date	End date			weeks	weeks
Start date	End date				
Start date	End date				
Start date	End date				

Details:

Please provide any additional details in relation to your shared parental leave, including the sharing of pay if, for example, you are taking leave at the same time:

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Declaration:

Employee Signature:
Dated:

Received and approved:

Line Manager:
Dated:
