



Shared Parental Leave Guidance – Schools

1. Aim of this Policy

This policy relating to Shared Parental Leave enables parents to choose how to share the care of their child during the first year following birth or adoption.

2. Scope

This policy applies to all employees in Community and Controlled schools where the Local Authority (LA) is the employer. It is also commended to all other schools in the borough.

3. Roles & Responsibilities

Employee – You should notify the school that you wish to take Shared Parental Leave.

Headteacher (or nominated person) – You must consider all requests for Shared Parental Leave.

You should forward any relevant correspondence/forms regarding requests for Shared Parental Leave to your HR and Payroll provider as appropriate.

4. Matters dealt with under this policy and procedure

- 4.1 Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year following birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child.
- 4.2 All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP).
- 4.3 The school recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is in the school's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.
- 4.4 This document meets the requirements of the Equality Act 2010 in relation to Race, Religion or Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity,

Pregnancy and Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social and Economic Deprivation discrimination.

5. Definitions

SPL	Shared Parental Leave
ShPP	Shared Parental Pay
SMP	Statutory Maternity Pay
SAP	Statutory Adoption Pay
MA	Maternity Allowance

Matching Date – The date when the adoption agency told your employee that they had been matched with a child.

6. Eligibility

6.1 Shared Parental Leave and Shared Parental Pay applies to eligible parents of babies born after 5th April 2015, and in relation to adoptive parents of children placed for adoption on or after 5th April 2015.

6.2 Shared Parental Leave can only be used by people that:

- share responsibility for the child at birth
- share responsibility for an adopted child

If a surrogate is being used the guidance in relation to adoption should be followed.

You're not eligible if you started sharing responsibility for the child after it was born/placed for adoption.

6.3 Additionally an employee seeking to take Shared Parental Leave must satisfy each of the following criteria:

If both parents want to share the SPL and ShPP

You and your partner must:

- For birth parents have been employed continuously for at least 26 weeks by the end of the 15th week before the due date
- For adopters have been employed continuously by the same employer for at least 26 weeks by the end of the week you were matched with the child
- stay employed by the School whilst you take SPL
- each earn on average at least £120 a week

If the birth mother's partner wants to take the SPL and ShPP

The mother must:

- have been working for at least 26 weeks (they do not need to be in a row) during the 66 weeks before the week the baby's due
- have earned at least £390 in total across any 13 of the 66 weeks

The mother's partner must:

- have been employed continuously by the same employer for at least 26 weeks by the end of the 15th week before the due date
- stay employed by the School whilst they take SPL
- earn on average at least £120 a week

If the birth mother wants to take the SPL and ShPP

The mother's partner must:

- have been working for at least 26 weeks (they do not need to be in a row) during the 66 weeks before the week the baby's due
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they do not need to be in a row)

The mother must:

- have been employed continuously by the School for at least 26 weeks by the end of the 15th week before the due date
- stay employed by the School whilst they take SPL
- earn on average at least £120 a week

In case of adoption if only one of the parents wants to take the SPL and ShPP

The parent who wants to take the leave and pay must:

- have been employed continuously by the same employer for at least 26 weeks by the end of the week you were matched with the child
- have stayed with the same employer while they take SPL
- earn on average at least £120 each a week

The other parent must:

- have been working for at least 26 weeks (they do not need to be in a row) during the 66 weeks before the week the child was placed with you
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they do not need to be in a row)
- Employees must correctly notify their Headteacher (or nominated person) of their entitlement and provide evidence as required.

7.0 Entitlement

- 7.1 Eligible employees may be entitled to take up to 50' weeks Shared Parental Leave during the child's first year in their family.

- 7.2 The number of weeks an employee is entitled to should be calculated using the Mother/Adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave.
- 7.3 If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the Shared Parental Leave system and take any remaining weeks as Shared Parental Leave.
- 7.4 If the Mother/Adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks.
- 7.5 If they do this, their partner may be entitled to up to 50 weeks of Shared Parental Leave. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the Mother/Adopter.

8. Commencing Shared Parental Leave

- 8.1 Shared Parental Leave will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see Section 10).
- 8.2 A Mother can take Shared Parental Leave after she has taken the legally required two weeks of maternity leave immediately following the birth of the child.
- 8.3 An Adopter can take Shared Parental Leave after taking at least two weeks of adoption leave.
- 8.4 A adopting Father/Partner/Spouse can take Shared Parental Leave immediately following the placement of the child, but may first choose to exhaust any paternity leave entitlements (as the Father/partner cannot take paternity leave or pay once they have taken any Shared Parental Leave or Shared Parental Pay). For birth parents Shared Parental Leave can only commence once the Mother has taken the compulsory 2 weeks of maternity leave following the birth.
- 8.5 A Mother/Adopter's Father/Partner/Spouse can take leave while the Mother/Adopter is still using their maternity/adoption entitlements.
- 8.6 Shared Parental Leave must end no later than one year after the birth/placement of the child. Any Shared Parental Leave not taken by the first birthday or first anniversary of placement for adoption is lost.

9. Notification of entitlement and intention

- 9.1 An employee entitled and intending to take Shared Parental Leave must give their Headteacher (or nominated person) notification of their entitlement and intention to take it, at least eight weeks before they can take any period of Shared Parental Leave.
- 9.2 Notification must be in writing using Appendix 1 – Notification of entitlement and intention to take Shared Parental Leave/Shared Parental Pay form.
- 9.3 The employee must also provide their Line Manager with a signed declaration using Appendix 2 – Shared Parental Leave/Shared Parental Pay Declaration.

- 9.4 The employee must provide their Headteacher (or nominated person) with a signed declaration using Appendix 3 – Shared Parental Leave Declaration (Partner).

10. Requesting further evidence of Eligibility

- 10.1 The school may, within 14 days of the Shared Parental Leave entitlement notification being given, request;
- The name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead).
 - In the case of biological parents or surrogacy, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
 - In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.
- 10.2 In order to be entitled to Shared Parental Leave, the employee must produce this information within 14 days of the employer's request.

11. Booking Shared Parental leave

- 11.1 In addition to notifying the employer of entitlement to Shared Parental Leave/Shared Parental Pay, an employee must also give notice to take the leave.
- 11.2 The employee must book Shared Parental Leave by giving the correct notification at least eight weeks before the date on which they wish to start the leave.
- 11.3 An employee can submit three notifications specifying leave periods they are intending to take (see Section 7.3)
- 11.4 Each notification may contain either:
- (a) A single period of weeks of leave (continuous leave); or
 - (b) Two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.
- 11.5 Shared Parental Leave can only be taken in complete weeks but may begin on any day of the week.
- 11.6 Once the employee's Headteacher (or nominated person) receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.
- 11.7 An employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made.
- 11.8 The request may be granted in full or in part: for example, the school may propose a modified version of the request.

- 11.9 If a discontinuous leave pattern is refused then an employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block.
- 11.10 If an employee chooses to take the leave in a single continuous block, they have until the 19th day from the date the original notification was given, to choose when they want the leave period to begin.
- 11.11 The leave cannot start sooner than eight weeks from the date the original notification was submitted.
- 11.12 If an employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

12. Requesting a change to arranged Shared Parental Leave

- 12.1 An employee is permitted to vary or cancel an agreed and booked period of Shared Parental Leave, provided that they advise their Headteacher (or nominated person) in writing at least eight weeks before the date of any change using Appendix 4 – Variation/Cancellation of Shared Parental Leave form.
- 12.2 Any new start date cannot be sooner than eight weeks from the date of the variation request.
- 12.3 Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of their Headteacher (or nominated person) requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the employee's Headteacher (or nominated person).

13. Statutory Shared Parental Pay (ShPP)

- 13.1 Eligible employees may be entitled to take up to 37 weeks Shared Parental Pay while taking Shared Parental Leave. The amount of weeks available will depend on the amount by which the Mother/Adopter reduces their maternity/adoption pay period or maternity allowance period.
- 13.2 Shared Parental Pay may be payable during some or all of Shared Parental Leave, depending on the length and timing of the leave.
- 13.3 In addition to meeting the eligibility requirements for Shared Parental Leave, an employee seeking to claim Shared Parental Pay must further satisfy each of the following criteria:
- The Mother/Adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
 - Employees must intend to care for the child during the week in which Shared Parental Pay is payable;
 - Employees must have an average weekly earnings for the period of 26 weeks leading up to and including the 15th week before the child's expected due

date/matching date are not less than the lower earnings limit in force for national insurance contributions;

- Employees must remain in continuous employment while they take SPL
- Notification must be given in accordance with the rules set out in this policy.

- 13.4 Where an employee is entitled to receive Shared Parental Pay they must, at least eight weeks before receiving any Shared Parental Pay, give their Line Manager written notice of their entitlement and a signed declaration from both themselves and their partner using Appendix 1 – Notification of entitlement and intention to take Shared Parental Leave/Shared Parental Pay form and Appendix 2 – Shared Parental Leave/Shared Parental Pay Declaration.

14. Shared Parental Leave Keeping In Touch days (SPLIT days)

- 14.1 Employees can agree to work or attend training for up to 20 days each during Shared Parental Leave.
- 14.2 An employee taking a SPLIT day will receive full pay for any day worked.

15. Fraudulent Claims

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

16. Links to other Policies/Documents

[Disciplinary Policy](#)

[The Shared Parental Leave Regulations 2014](#)

[The Shared Parental Pay \(General\) Regulations 2014](#)

[The Maternity and Adoption Leave \(Curtailed of Statutory Rights to Leave\) Regulations 2014](#)

17. Further Guidance

If managers require any general advice regarding the application of policy and guidance, please contact your HR provider. If schools require specific guidance or a LA view on any aspect of policy and guidance they may contact the LA who will be happy to provide advice.

18. Policy Review

This policy will be reviewed in accordance with any changes to statutory legislation and in consultation with the recognised trade unions.

19. Approving Body & Date

LJNCC (Schools) - March 2021

Review Date – March 2023



Date:
My Ref:
Please Ask For:
Direct Dial
Email:

Dear XXXXXX,

RE: CONFIRMATION OF SHARED PARENTAL LEAVE

I write to acknowledge receipt of your (insert name of form or letter) informing me of your entitlement to take Shared Parental Leave.

I am pleased to confirm your entitlement to Shared Parental Leave based on the information you provided. I wish to inform you that you are eligible for XX weeks of Shared Parental Leave and are entitled to XX weeks of Statutory Shared Parental Pay.

The expected dates of your Shared Parental Leave are XXXXXX to XXXXXX.

If you and your partner wish to vary the amount of leave and/or pay that you are each entitled to receive then you must notify your line manager in writing, giving at least 8 weeks' notice and inform us:

- (a) of any Shared Parental Leave or Pay that you or your partner have already booked
- (b) the number of weeks you are adding to your entitlement from your partner's entitlement or the number of weeks you are deducting to give to your partner
- (c) when you expect to take any additional weeks of leave.

Please note, as per the Shared Parental Leave Policy, you are entitled to submit up to three variation notifications.

You will also need to provide a declaration signed by you and your partner both consenting to the change. This can be done by completing a Shared Parental Leave Variation Form available on the HR Intranet on the HR Policies and Guidance pages.

In the meantime, if you have any questions about any aspect of your shared parental leave and/or pay entitlement, please do not hesitate to contact the HR Advice line on 01254 585905 or email HRAdvice@blackburn.gov.uk.

Yours sincerely

(Insert Name) on behalf of
Blackburn with Darwen Borough Council



Shared Parental Leave forms (Where Shared Parental Leave is resulting from Maternity)

These are the forms needed by a mother and the person she will share Shared Parental Leave (SPL) with – known as the partner - to confirm eligibility and entitlement with their employers. The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP).

What forms need to be completed?			
	Both parents want to take SPL	Just the mother wants to take SPL	Just the partner wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

- To learn more about Shared Parental Leave and Shared Parental Pay Please refer to the Shared Parental Leave Policy.
- You can also use the online calculator [here](#) to help you find some of the information needed to complete these forms fully.
- Please ensure you keep a copy of any completed forms.
- If you or your partner, as the mother of the child, is in receipt of Maternity Allowance (MA), you will need to notify Jobcentre Plus to curtail this entitlement.

Key abbreviations used in these forms:

SPL	Shared Parental Leave
ShPP	Statutory Shared Parental Pay
SMP	Statutory Maternity Pay
MA	Maternity Allowance

Form 1: Curtailment of Maternity Leave and Pay (for Mother's Employer)

SECTION A: General (must be completed)

Please accept this as my notice to curtail my maternity leave and/or SMP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP.

- I understand that my maternity leave will end on the date given in Section B and that my SMP will end on the date given in Section C.
- I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B.
- I understand that I can only reinstate any SMP that I am eligible for if I revoke this notice before the end date given in Section C.

Mother's surname	
Mother's first name(s)	
National Insurance Number	
Child's expected date of birth	
Actual date of child's birth (if born)	

SECTION B: Curtailing maternity leave (must be completed)

Date statutory maternity leave started/is intended to start	
Date statutory maternity leave will come to an end	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	

SECTION C: Curtailing maternity pay (only complete if claiming ShPP)

Date SMP started/is intended to start	
Date SMP will come to an end	
Total number of weeks of SMP that will have been paid at the date that SMP ends	

SECTION D: Signature (must be completed)

Signature of mother	
Date signed	

Form 2: Notification that Mother is intending to take SPL (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother's Surname	
Mother's First name(s)	
Mother's National Insurance Number	
Partner's surname	
Partner's first name(s)	
Partner's National Insurance Number (state 'none' if no number is held)	
Partner's Address	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) statutory maternity leave	
Date mother's statutory maternity leave ended (or will end)	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
Date mother started (or intends to start) SMP or MA	
Date mother's SMP or MA ended (or will end)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the mother) intend to take	
Total number of weeks of SPL my partner intends to take	

SECTION D: Indication of Mother's leave intentions (must be completed but is not binding)

I (the mother) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)

Total number of weeks of ShPP I (the mother) intend to take:

Total number of weeks of ShPP my partner intends to take:

I (the mother) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION F: Mother's declaration (must be completed)**The following points apply in all circumstances where a mother is entitled to maternity leave:**

- I am giving notice that I am entitled to and intend to take SPL
- I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below)
- I am entitled to maternity leave, my maternity leave period is reduced and the remaining weeks are now available as SPL
- I will inform my employer immediately if I am no longer caring for my child
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I intend to care for my child in the weeks I receive ShPP
- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA
- The information provided in this declaration is accurate

Signature of mother

Date mother signed	
SECTION G: Partner's declaration (must be completed)	
<ul style="list-style-type: none"> • I am the father of the child, or at the date of the birth I was (or will be) the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship • I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother) • I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth • I have (or will have) earned in total at least £390* in 13 weeks of the 66 weeks before the expected week of childbirth • I consent to the amount of SPL which the mother intends to take, as set out in Section D above. • I consent to the mother's employer processing the information I have provided • I consent to the amount of ShPP which the mother intends to take, as set out in Section E above. • The information provided in this declaration is accurate 	
Signature of partner	
Date partner signed	

*Figure correct as of March 2021

Form 3: Notice confirming that Partner is taking SPL but mother is not (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother's surname	
Mother's first name(s)	
Mother's National Insurance Number	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant) • I declare that my partner has given notice to their employer to take SPL and/or ShPP. • I consent to my partner's intended claim for SPL and/or ShPP. 	
SECTION C: Signature (must be completed)	
Signature of mother	
Date signed	

Form 4: Notification that Partner is intending to take SPL (for Partner's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's Surname	
Partner's First name(s)	
Partner's National Insurance Number	
Mother's surname	
Mother's first name(s)	
Mother's Address	
Mother's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) maternity leave (if applicable)	
Date mother's maternity leave ended (or will end) (if applicable)	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Date mother started (or intends to start) SMP or MA (if applicable)	
Date mother's SMP or MA ended (or will end) (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)

The total number of weeks of SPL created depends on the mothers leave and pay entitlements:

- If the mother was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid
- If the mother previously revoked her curtailment notice any SPL that was taken by the partner must be deducted

Total number of weeks of SPL created (50 max)	
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Total number of weeks of SPL I (the partner) intend to take	
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Total number of weeks of SPL the mother intends to take (if applicable)	
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SECTION D: Indication of Partner's leave intentions (must be completed but is not binding)

I (the partner) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
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Total number of weeks of ShPP I (the partner) intend to take:	
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Total number of weeks of ShPP mother intends to take (if applicable):	
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I (the partner) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION F: Partner's declaration (must be completed)**The following points apply in all circumstances:**

- I am giving notice that I am entitled to and intend to take SPL
- I am the father of the child, or at the time of the birth I was (or will be) the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship
- I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of our child at the time of the child's birth (along with the child's mother who has made the declaration below)
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of the mother's employer or a declaration that she does not have an employer if my employer asks for this within 14 days of the date of this notice
- I will inform my employer immediately if I am no longer caring for our child or if my partner revokes her notice to curtail her maternity leave or SMP/maternity allowance period
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child in the weeks I receive ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of partner

Date partner signed

SECTION G: Mother's declaration (must be completed)**The following points apply in all circumstances:**

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth
- I have (or will have) earned in total at least £390* in 13 weeks of the 66 weeks before the expected week of birth
- I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP or MA
- I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided
- The information provided in this declaration is correct

Signature of mother

Date mother signed

*Figure correct as of March 2021



Shared Parental Leave Forms (For parental order parents entitled to adoption leave and/or pay - Surrogacy)

These are the forms needed by a parental order parent (POP) who is entitled to adoption leave and/or pay and the person they will share Shared Parental Leave (SPL) with – known as the partner - to confirm eligibility and entitlement with their employers. The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP). The parent entitled to adoption leave and/or pay is referred to as the 'parental order parent' in these forms.

What forms need to be completed?			
	Both parents want to take SPL	Just the POP wants to take SPL	Just the partner wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

- To learn more about Shared Parental Leave and Shared Parental Pay please refer to the Shared Parental Leave Policy.
- You can also use the online calculator at <https://www.gov.uk/pay-leave-for-parents> to help you find some of the information needed to complete these forms fully.
- Please ensure you keep a copy of any completed form.

Key abbreviations used in these forms:

SPL Shared Parental Leave
ShPP Statutory Shared Parental Pay
SAP Statutory Adoption Pay

Form 1: Curtailment of Adoption Leave and Pay (for parental order parent's Employer)

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my adoption leave and/or SAP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my adoption leave (if eligible) will finish on the end date given in Section B and that my SAP (if eligible) will finish on the end date given in Section C, unless I revoke my notice or there is no eligibility.	
Parental order parent's surname	
Parental order parent's first name(s)	
Child's expected date of birth	
Actual date of child's birth (if born)	
SECTION B: Curtailing adoption leave (must be completed)	
Date statutory adoption leave started/is intended to start	
Date statutory adoption leave will come to an end	
Total number of weeks of statutory adoption leave that will have been taken at the date that statutory adoption leave ends	
SECTION C: Curtailing adoption pay (only complete if claiming ShPP)	
Date SAP started/is intended to start	
Date SAP will come to an end	
Total number of weeks of SAP that will have been paid at the date that SAP ends	
SECTION D: Signature (must be completed)	
Signature of parental order parent	
Date signed	

Form 2: Notification that parental order parent is intending to take SPL (For parental order parent's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the parental order parent entitled to adoption leave and/or pay) am entitled to and intend to take SPL (and ShPP if section D is completed).	
Parental order parent's Surname	
Parental order parent's First name(s)	
Partner's surname	
Partner's first name(s)	
Partner's Address	
Partner's National Insurance number (State 'none' if no number is held)	
The date the parental order was granted (if applicable and if it has been granted)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Adoption Entitlement Details (all answers that apply must be completed)	
Date parental order parent started (or intends to start) statutory adoption leave	
Date statutory adoption leave ended (or will end)	
Total number of weeks of statutory adoption leave that will have been taken at the date that statutory adoption leave ends	
Date parental order parent started (or intends to start) SAP	
Date SAP ended (or will end)	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SAP will be reduced (i.e. 39 weeks minus total number of weeks SAP has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of weeks of adoption leave taken)	
Total number of weeks of SPL I (the parental order parent) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Indication of parental order parent's leave intentions (must be completed but is not binding)	
I (the parental order parent entitled to adoption leave) currently expect to take SPL as follows:	
Note: It will usually be helpful to answer this in a "From... To..." format	
SECTION E: Amount of ShPP available (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the parental order parent) intend to take:	
Total number of weeks of ShPP my partner intends to take:	
I (the parental order parent entitled to SAP) currently expect to take ShPP as follows:	
Note: It will usually be helpful to answer this in a "From... To..." format	
SECTION F: Parental order parent's Declaration (must be completed)	
<p>The following points apply in all circumstances:</p> <ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take SPL • I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below) • I am entitled to adoption leave in respect of my child, my adoption leave period will be reduced and the remainder will be available as SPL • I will inform my employer immediately if I am no longer responsible for the care of the child • I enclose a statutory declaration that I meet the requirements to be a parental order parent (unless I have already supplied this to my employer or I already have a parental order for my child. • If available I will provide my employer with a copy of the parental order if my employer asks for this within 14 days of this notice) • I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice • The information provided in this declaration is accurate 	

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SAP in respect of the child, my adoption pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks
- I intend to care for my child and will be absent from work in the weeks I receive ShPP and I will be on SPL during those weeks if I am an employee
- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person paying ShPP if I revoke the curtailment of my SAP
- The information provided in this declaration is accurate

Signature of parental order parent	
Date parental order parent signed	

SECTION G: Partner's Declaration (must be completed)

- I am the parental order parent's spouse, civil partner or partner living with them and the child in an enduring relationship
- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with the parental order parent)
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the expected week of birth
- I have earned in total at least £390* in 13 weeks of the 66 weeks preceding the expected week of childbirth
- I consent to the amount of SPL which the parental order parent intends to take, as set out in Section D above
- I consent to the parental order parent's employer processing the information I have provided
- I consent to the amount of ShPP which the parental order parent intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of partner	
Date partner signed	

*Figure correct as of March 2021

Form 3: Notice confirming that Partner is taking SPL but the parental order parent is not (For parental order parent's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the parental order parent) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Parental order parent's surname	
Parental order parent's first name(s)	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant) • I declare that my partner has given a notice to their employer to take SPL and/or ShPP. • I consent to my partner's intended claim for SPL and/or ShPP. 	
SECTION B: Signature (must be completed)	
Signature of parental order parent	
Date signed	

Form 4: Notification that Partner is intending to take SPL (for Partner's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section E is completed).	
Partner's Surname	
Partner's First name(s)	
Parental order parent's surname	
Parental order parent's first name(s)	
Parental order parent's Address	
Parental order parent's National Insurance number (State 'none' if no number is held)	
The date the parental order was granted (if it has been granted)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Adoption Entitlement Details (all answers that apply must be completed)	
Date parental order parent started (or intends to start) statutory adoption leave (if applicable)	
Date parental order parent's statutory adoption leave ended (or will end) (if applicable)	
Total number of weeks of statutory adoption leave taken (or that will be taken) when statutory adoption leave ends	
Date parental order parent started (or intends to start) SAP (if applicable)	
Date SAP ended (or will end) (if applicable)	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SAP will be reduced (i.e. 39 weeks minus total number of weeks SAP has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)

The total number of weeks of SPL created depends on the parental order parent's leave and pay entitlements:

- If the parental order parent was/is entitled to adoption leave and SAP, the total created will be 52 weeks less any weeks adoption leave taken
- If the parental order parent was/is entitled to adoption leave but not to SAP, the total created will be 52 weeks less any weeks adoption leave taken
- If the parental order parent was/is not entitled to adoption leave but is entitled to SAP, the total created will be 52 weeks less any weeks SAP

Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the parental order parent intends to take (if applicable)	

Section D: Indication of Partner's leave intentions (must be completed but is not binding)

I (the partner) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the partner) intend to take:	
Total number of weeks of ShPP the parental order parent intends to take:	

I (the partner) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION F: Partner's Declaration (must be completed)**The following points apply in all circumstances:**

- I am giving notice that I am entitled to and intend to take SPL
- I am the parental order parent's spouse, civil partner or partner living with them and the child in an enduring relationship
- I have been continuously employed for 26 weeks at the end of the 15th week before the expected week of childbirth
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of our child at the time of the child's birth (along with the parental order parent who has made the declaration below)
- I enclose a statutory declaration that my partner (and I) meet the requirements to be a parental order parent (unless I have already supplied this to my employer or I already have a parental order for my child. If available I will provide my employer with a copy of the parental order if my employer asks for this within 14 days of this notice).
- I will give my employer the name and address of the parental order parent's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- I will inform my employer immediately if I am no longer caring for our child
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child and will be absent from work in the weeks I receive ShPP and I will be on SPL during those weeks if I am an employee
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of partner

Date partner signed

SECTION F: Parental order parent's Declaration (must be completed)**The following points apply in all circumstances:**

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to adoption leave and/or SAP in respect of the child and I have curtailed (or will curtail) my entitlement to adoption leave (or I have returned to work) and/or my entitlement to SAP.
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the expected week of childbirth
- I have earned in total at least £390* in 13 weeks of the 66 weeks preceding the expected week of birth
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's employer processing the information I have provided
- The information provided in this declaration is accurate

The following points only apply if Section E has been completed:

- I am entitled to SAP, and I have reduced (or will reduce) the SAP period and the

<p>remainder will be available as ShPP</p> <ul style="list-style-type: none"> • I consent to my partner's intended ShPP as set out in Section E above • I consent to the person who will pay ShPP to my partner processing the information I have provided • I will immediately inform my partner if I revoke the curtailment of my adoption pay • The information provided in this declaration is accurate 	
Signature of parental order parent	
Date signed	

*Figure correct as of March 2021



Shared Parental Leave Variation Form

Personal Details	
Name	
Manager	
Department	

I understand that I am entitled to make a maximum of three notifications to take Shared Parental Leave. This includes my original booking notice, any additional booking notice and any variation form which I have submitted.

Date of original booking notice	
Date(s) of any additional booking notice previously submitted:	
Date(s) of any variation form previously submitted	

I have already taken _____ weeks of shared parental leave and (where applicable) _____ weeks of statutory parental pay.

I wish to vary the dates of my Shared Parental Leave which I have currently booked for:

The revised dates on which I wish to take Shared Parental Leave are:

Shared Parental Leave may be taken in blocks of whole weeks prior to the child's first birthday or anniversary of placement of the child. Leave may be taken in one block or up to three discontinuous blocks.

By signing this notification of a variation to shared parental leave;

- We confirm that the mother/adopter and/or the father/partner/spouse has given a notice of entitlement to his/ her/their employer(s) and that the mother/adopter and/or the father/partner/spouse consent(s) to each other taking the leave set out in the notice of that entitlement.
- We confirm that the information given is accurate and that we will inform our employers as soon as reasonably practicable if we are no longer responsible for the care of the child.

Both parents must sign this form to indicate their agreement to the new division of the shared parental leave and pay.

Mother / Adopter	
Signature	
Name	
Print name	

Father / partner / spouse	
Signature	
Name	
Print name	