Diocese of Norwich Education and Academies Trust

Shared Parental Leave Policy

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Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

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1. Introduction

1.1 This policy outlines the arrangements for Shared Parental Leave and pay in relation to the birth or adoption of a child.

1.2. This policy applies to employees. It does not apply to agency workers or self-employed contractors.

1.3. This policy does not form part of any employee's contract of employment and the Trust may amend it at any time.

2. Frequently used terms

2.1 The definitions in this paragraph apply in this policy.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Expected placement date: The date on which an adoption agency expects that it will place a child into your care with a view to adoption.

Parent: One of two 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).

Partner: spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Primary Adopter: When a couple adopt a child, one person is the 'main adopter' and one is the 'secondary adopter'. The main adopter can take adoption leave and pay. The secondary adopter can take paternity leave. They cannot change or swap which one they're taking once they have informed their employers.

Qualifying Week: the fifteenth week before the expected week of childbirth OR The week, starting on a Sunday, in which you are notified in writing by an adoption agency of having been matched with a child.

3. What is Shared Parental Leave?

3.1 Shared Parental Leave (SPL) is a form of leave that available to working parents following the birth or adoption of a child.

3.2 Eligible employees, including both parents, may take up to 52 weeks of leave following the birth or adoption of a child. This leave can be shared between you in a way that suits your family best, allowing for more flexibility than traditional maternity and paternity leave.

3.3 Employees can decide how to split the leave between you, either simultaneously or at different times. Additionally, you may have the option to take your leave in multiple blocks instead of all at once. This arrangement can help you both balance work and care for your new child in the first year.

3.4 SPL must be taken in the first 52 weeks of the child's birth or adoption. Up to 50 weeks of this leave may be designated as SPL.

3.5 If you choose to take SPL, then any period of maternity or adoption leave being taken in respect of the child will end.

4. Entitlement

4.1 Entitlement to SPL when a child is born

4.1.1 You are entitled to SPL in relation to the birth of a child if:

a) you are the child's mother, and share the main responsibility for the care of the child with the child's father or your partner (if the father is not your partner);
b) you are the child's father and share the main responsibility for the care of the child with the child's mother; or
c) you are the mother's partner and share the main responsibility for the care of the child with the mother (if the child's father does not share this responsibility).

4.1.2 The following conditions must also be fulfilled:

a) you must have at least 26 weeks' continuous employment with us by the end of the Qualifying Week and still be employed by us in the week before you take the leave.
b) the other parent must have worked (as an employee or self-employed) in at least 26 of the 66 weeks before the EWC and had average weekly earnings as indicated in the regulations; and
c) Both you and the other parent must provide the required statutory notices and declarations, including notice to end any maternity leave, statutory maternity pay (SMP), or maternity allowance (MA) periods

4.1.3 You are entitled to a total of 52 weeks of SPL, minus any weeks the child's mother has taken as maternity leave or has received SMP/MA (if she is not entitled to maternity pay).

4.1.4 If you are the mother, you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after the birth.

4.1.5 If you are the child's father or the mother's partner, you may want to use your two weeks of paternity leave before taking SPL. Once you start SPL, any unused paternity leave will be forfeited. SPL is in addition to your paternity leave entitlement.

4.2 Entitlement to SPL when a child is adopted

4.2.1 You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption and you intend to share the main responsibility for the care of the child with your partner

4.2.2 The following conditions must be fulfilled:

a) you must have at least 26 weeks' continuous employment with us by the end of the Qualifying Week and still be employed by us in the week before you take the leave.
b) the other parent must have worked (as an employee or self-employed) in at least 26 of the 66 weeks before the EWC and had average weekly earnings as indicated in the regulations; and
c) Both you and the other parent must provide the required statutory notices and declarations, including notice to end adoption leave or statutory adoption pay (SAP).

4.2.3 Either you or your partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.

4.2.4 If your partner is taking adoption leave and/or claiming SAP, you may be entitled to two weeks' paternity leave and pay. You should consider using this before taking SPL. Paternity leave is additional to any SPL entitlement you may have, but you will lose any untaken paternity leave entitlement once you start a period of SPL.

4.2.5 The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption pay).

5. Opting in to Shared Parental Leave and pay

5.1 At least eight weeks before the start date of your Shared Parental Leave (SPL), you must provide us with a written notice that you are intending to take SPL, which includes the information outlined in below, as applicable. The relevant notification to complete can be found in appendices 3 - 6.

5.2 When a child is born:

- Your name and the other parent's name.
- If you are the child's mother, provide the start and end dates of your maternity leave.
- If you are the child's father or the mother's partner, provide the start and end dates of the mother's maternity leave, or, if she is not entitled to maternity leave, the start and end dates of any Statutory Maternity Pay (SMP) or Maternity Allowance (MA) period.
- The total SPL available, calculated as 52 weeks minus the weeks of maternity leave, SMP, or MA taken or planned.
- The proposed allocation of SPL between you and the other parent. This allocation can be adjusted by submitting a further written notice, and you are not required to use your entire allocation.
- If you are claiming Statutory Shared Parental Pay (ShPP), provide the total ShPP available, which is 39 weeks minus the weeks of SMP or MA taken or planned.
- The proposed allocation of ShPP between you and the other parent. This can also be adjusted by submitting a further written notice, and you do not have to use your full allocation.
- An indication of your intended leave pattern, including suggested start and end dates for each period of leave. While this indication is not binding, please provide as much detail as possible about your future plans.
- Declarations from you and the other parent confirming that you both meet the statutory requirements for entitlement to SPL and ShPP.

5.3 When a child is adopted:

- Your name and your partner's name.
- If you are taking adoption leave, provide the start and end dates of your adoption leave.
- If you are not taking adoption leave, provide your partner's adoption leave start and end dates, or if your partner is not entitled to adoption leave, the start and end dates of their Statutory Adoption Pay (SAP).

- The total SPL available, calculated as 52 weeks minus the weeks of adoption leave or SAP taken or planned by you or your partner.
- The proposed allocation of SPL between you and your partner. This allocation can be adjusted by submitting a further written notice, and you are not required to use your entire allocation.
- If you are claiming ShPP, provide the total ShPP available, which is 39 weeks minus the weeks of SAP taken or planned.
- The proposed allocation of ShPP between you and your partner. This can also be adjusted by submitting a further written notice, and you do not have to use your full allocation.
- An indication of your intended leave pattern, including suggested start and end dates for each period of leave. While this indication is not binding, please provide as much detail as possible about your future plans.
- Declarations from you and your partner confirming that you both meet the statutory requirements for entitlement to SPL and ShPP.

6. Curtailing Leave

6.1 If you decide to take Shared Parental Leave (SPL), your maternity or adoption leave, or that of your partner or the other parent, will be terminated. This process is known as curtailment.

6.2 Ending your maternity or adoption leave (as the mother or primary adopter)

6.2.1 To end your maternity or adoption leave, you must provide us with at least eight weeks' written notice (referred to as a curtailment notice) using appendices 1 or 2. This notice must specify the date your leave will end. You may submit this notice before or after the birth or placement of your child; however, you cannot end your maternity or adoption leave until at least two weeks after the birth or placement.

6.2.2 Along with your curtailment notice, you must also submit either an opt-in notice for the SPL scheme (appendices 3 - 6) or a written declaration confirming that the child's other parent or your partner has submitted an opt-in notice to their employer (appendices 7 or 8), and that you have provided the required declarations.

6.2.3 The curtailment notice is generally binding and cannot be reversed. You may only revoke a curtailment notice if your maternity or adoption leave has not yet ended and one of the following conditions applies:

a) If you realise that neither you nor the other parent is eligible for SPL or Statutory Shared Parental Pay (ShPP), you may revoke the curtailment notice in writing within eight weeks of giving it.
b) (For births only) If you submitted the curtailment notice before the birth, you may revoke it in writing within eight weeks of giving it or within six weeks after the birth, whichever is later.
c) If the other parent has passed away.

6.2.4 Once you revoke a curtailment notice, you cannot submit another curtailment notice, unless the revocation was made under the conditions specified in 6.4.

6.3 Ending the mother's maternity leave or your partner's adoption leave (as the father or partner)

6.3.1 If you are the father or partner of the mother, you can only take SPL after the mother has done one of the following:

- Returned to work;
- Provided her employer with a curtailment notice to end her maternity leave;
- Provided her employer with a curtailment notice to end her Statutory Maternity Pay (SMP) if she is entitled to SMP but not maternity leave;
- Provided a curtailment notice to the benefits office to end her Maternity Allowance (MA) if she is not entitled to maternity leave or SMP.

6.3.2 If your partner is adopting and taking adoption leave or claiming Statutory Adoption Pay (SAP), you can only take SPL after your partner has done one of the following:

- Returned to work;
- Provided their employer with a curtailment notice to end their adoption leave;
- Provided their employer with a curtailment notice to end SAP if they are entitled to SAP but not adoption leave.

6.4 To notify us of the curtailment of maternity or adoption leave, please use the form located at the end of this policy (see Appendices 1 and 2).

7. Evidence of entitlement

7.1 You must also provide on request:

- A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); OR
- One or more documents from the adoption agency showing the agency's name and address and the expected placement date; AND
- The name and address of the other parent's employer (or a declaration that they have no employer)

8. Notifying us of your SPL dates

8.1 After opting into the SPL system, you must provide us with a period of leave notice specifying the start and end dates of your leave (appendix 9). This notice can be submitted with your opt-in notice or later, as long as it is provided at least eight weeks before your leave begins.

8.2 Your period of leave notice must also indicate the dates on which you plan to claim Shared Parental Pay (ShPP), if applicable.

8.3 If your period of leave notice specifies a single continuous block of SPL, you are entitled to take the leave as outlined in the notice.

8.4 You may submit up to three period of leave notices, allowing you to take up to three separate blocks of SPL.

9. Procedure for requesting split periods of SPL

9.1 Generally, a period of leave notice should outline a single continuous block of leave. However, we may consider requests for SPL to be taken in shorter periods (of at least one week) with work periods in between. It is advisable to discuss this with your manager before submitting a formal period of leave notice to allow time for consideration and to reach an

agreement on your leave pattern from the outset. You can book up to three separate blocks of SPL, even if you are not sharing the leave with your partner.

9.2 To request a split pattern of leave, you must submit your period of leave notice at least eight weeks before the desired start date. If we cannot agree to your request immediately, there will be a two-week discussion period. At the end of this period, we will confirm any agreed arrangements in writing. If no agreement is reached, you will be entitled to take your requested SPL as one continuous block starting on the date specified in your notice. Alternatively, you may:

- Choose a new start date (which must be at least eight weeks after your original notice) and inform us within five days of the end of the discussion period.
- Withdraw your period of leave notice within two days of the end of the discussion period, allowing you to submit a new one if desired.

10. Changing or cancelling your SPL

10.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the original start date specified in your notice.

10.2 To change the start dates for a period of leave, you must give us at least eight weeks' notice before both the original and new start dates.

10.3 To change the end date for a period of leave, notify us in writing at least eight weeks before both the original and new end dates.

10.4 You can request to change split periods of leave into a single continuous period by notifying us in writing at least eight weeks before the new start date.

10.5 You may also request that a continuous period of leave be divided into two or more discontinuous periods with work periods in between. We will consider such requests as described in paragraph 8.4.

10.6 You do not need to provide eight weeks' notice for date changes if your child is born earlier than the Expected Week of Childbirth (EWC) and your SPL was intended to start a certain time (but no more than eight weeks) after the birth. In these cases, please inform us in writing of the change as soon as possible.

10.7 A notice to cancel or change a period of leave will count as one of your three period of leave notices unless:

- The change is due to your child being born or placed earlier or later than the EWC or expected placement date
- The change is requested by us.
- We agree otherwise.

11. Shared Parental Pay (ShPP)

11.1 You may be eligible for ShPP of up to 39 weeks (less any weeks of Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP) claimed by you or the other parent/partner), provided you have at least 26 weeks of continuous employment with us by the end of the Qualifying Week and your average earnings are not below the lower earnings limit set by the government each tax year.

11.2 ShPP is paid at a rate determined by the government each year.

12. Other terms during Shared Parental Leave

12.1 Your terms and conditions of employment remain in force during Shared Parental Leave, except for the terms relating to pay.

12.2 If you are a member of the employer's pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform us that you wish to make up any shortfall.

13. Keeping in touch

13.1 We may reach out to you occasionally during your Shared Parental Leave (SPL), although we will keep this to a minimum. This contact may involve discussions about your return to work.

13.2 You may request or be asked to work (including attending training) on up to 20 "Shared Parental Leave in Touch" (SPLIT) days during your SPL. This is in addition to any "Keeping in Touch" (KIT) days you may have taken during maternity leave. Please note that KIT/SPLIT days are not mandatory and must be agreed upon in advance. Any SPLIT days worked will not extend your SPL.

13.3 You will be paid your normal basic rate for any time worked on a SPLIT day, which will include any entitlement to Shared Parental Pay (ShPP).

14. Returning to work

14.1 If you wish to end your SPL early, you must provide us with eight weeks' written notice of your new return date, addressed to the Headteacher. If you have already submitted three Notices of Dates for Shared Parental Leave (see Appendix 9) requesting the withdrawal of a discontinuous period of SPL, you will need our agreement to end your SPL early.

14.2 To extend your SPL, assuming you have unused entitlement, you must submit a new Notice of Dates for Shared Parental Leave (see Appendix 9) at least eight weeks before your scheduled return date. If you have already submitted notices, you will need our agreement to extend your SPL. If you cannot request additional SPL, you may be able to request annual leave or ordinary parental leave, subject to our staffing needs.

14.3. You are generally entitled to return to your previous position on the same terms of employment after SPL. However, if it is not feasible for us to reinstate you in the same role, we may offer you a suitable alternative position with no less favourable terms in the following situations:

a) If your total leave, including SPL and any maternity or paternity leave, exceeds 26 weeks (regardless of whether the leave was taken consecutively).
b) If your SPL was taken consecutively with more than four weeks of ordinary parental leave.

14.4 If you wish to change your hours or working arrangements upon returning from SPL, please submit a request under our Flexible Working Policy. Early requests are encouraged.

14.5 If you decide not to return to work, please submit your resignation in accordance with your contract.

APPENDIX 1 – MATERNITY CURTAILMENT NOTICE (NOTICE TO END MATERNITY LEAVE EARLY)

Section A – General	
Please accept this as my notice to curtail my maternity leave and/or Statutory Maternity Pay (SMP). This form is accompanied by notification that either I or my partner intend to take SPL and/or ShPP. I understand my maternity leave will end on the date given in Section B and 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 or birth parent's last name	
Mother or birth parent's first name(s)	
Expected date of child's birth	
Actual date of child's birth (if born)	

Section B - Curtailing maternity leave	
Start date of statutory maternity leave	
End date of statutory maternity leave	
Total number of weeks of statutory maternity leave taken by the date statutory maternity leave ends	

Section C - Curtailing statutory maternity pay (SMP) (only if claiming ShPP)	
Start date of SMP	
End date of SMP	
Total number of weeks of SMP paid by date SMP ends	

Section D - Signature	
Signature of mother or birth parent	
Date	

APPENDIX 2 – ADOPTION CURTAILMENT NOTICE (NOTICE TO END ADOPTION LEAVE EARLY)

Section A – General	
Please accept this as my notice to curtail my adoption leave and/ or SAP. This form is accompanied by a notification that either I or my partner intend to take SPL and/or ShPP. I understand my adoption leave will end on the date given in section B and my SAP will end on the date given in section C, unless my notice is revoked or there's no entitlement.	
Primary adopter's last name	
Primary adopter's first name(s)	
Expected date of child's placement	
Actual date of child's placement (if known)	

Section B - Curtailing adoption leave	
Start date of statutory adoption leave	
End date of statutory adoption leave	
Total number of weeks of statutory adoption leave taken by the date statutory adoption leave ends	

Section C - Curtailing statutory adoption pay (SAP) (only if claiming ShPP)	
Start date of SAP	
End date of SAP	
Total number of weeks of SAP paid by date SAP ends	

Section D - Signature	
Signature of adopter	
Date	

APPENDIX 3 – NOTIFICATION THAT A MOTHER OR BIRTH PARENT IS INTENDING TO TAKE SPL

Section A – General	
Please accept this as notification that I (the mother or birth parent) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother or birth parent's last name	
Mother or birth parent's first name(s)	
Partner's last name	
Partner's first name(s)	
Partner's address	
Partner's National Insurance number (put 'none' if no number is held)	
Expected date of child's birth	
Actual date of child's birth (if child not yet born, provide this as soon as possible after the birth and before taking SPL)	

Section B - Maternity entitlement details (all answers that apply must be completed)	
Start date of statutory maternity leave	
End date of statutory maternity leave	
Total number of weeks of statutory maternity leave that will have been taken at the date statutory maternity leave ends	
Start date of SMP or MA	
End date of SMP or MA	
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 (39 weeks less 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 or birth parent) intend to take	
Total number of weeks of SPL my partner intends to take	

Section D - Mother or birth parent's leave plans (must be completed but is not binding)	
I (the mother or birth parent) currently expect to take SPL as follows:	
From	**To**

Section E - Amount of ShPP available (only 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 or birth parent) intend to take	
Total number of weeks of ShPP my partner intends to take	
I (the mother or birth parent) currently expect to take ShPP as follows:	

From	To

Section F - Mother or birth parent's declaration (must be completed)

The following points apply in all circumstances where a mother or birth parent 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 or birth parent	
Date	

Section G - Partner's declaration (must be completed)

- I am the father of the child, or at the date of the birth I was (or will be) the mother or birth parent's spouse, the mother or birth parent's civil partner and/or the mother or birth parent'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 or birth parent)
- 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
- My average weekly earnings are at least the current regulatory amount, taking the 13 highest-earning weeks in the 66 weeks before the expected week of childbirth
- I consent to the amount of SPL which the mother or birth parent intends to take, as set out in Section D above.
- I consent to the mother or birth parent's employer processing the information I have provided
- I consent to the amount of ShPP which the mother or birth parent intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of partner	
Date	

APPENDIX 4 – NOTIFICATION THAT AN ADOPTER IS INTENDING TO TAKE SPL

Section A – General	
Please accept this as notification that I (the primary adopter taking adoption leave/pay) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Primary adopter's last name	
Primary adopter's first name(s)	
Partner's last name	
Partner's first name(s)	
Partner's address	
Partner's National Insurance number (put 'none' if no number is held)	
Expected date of child's placement	
Actual date of child's placement (if child not yet placed, provide this as soon as possible after the placement and before taking SPL)	

Section B - Adoption entitlement details (all answers that apply must be completed)	
Start date of statutory adoption leave	
End date of statutory adoption leave	
Total number of weeks of statutory adoption leave that will have been taken at the date that statutory adoption leave ends	
Start date of SAP	
End date of SAP	
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 (39 weeks less 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 primary adopter) intend to take	
Total number of weeks of SPL my partner intends to take	

Section D - Primary adopter's leave plans (must be completed but is not binding)	
I (the adopter) currently expect to take SPL as follows:	
From	**To**

Section E - Amount of ShPP available (only if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of weeks SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the primary adopter) intend to take	
Total number of weeks of ShPP my partner intends to take	
I (the primary adopter) currently expect to take ShPP as follows:	
From	**To**

Section F - Adopter'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 have been continuously employed for 26 weeks at the end of the week in which I (the adopter) was notified of having been matched for adoption
- 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 placement (along with my partner who has made the declaration below) and I intend to care for the child during each week of SPL
- I am entitled to adoption leave in respect of the child, my adoption leave period is reduced and will be available as SPL
- I will inform my employer immediately if I am no longer responsible for the care of the child
- if my employer asks within 14 days of the date of this notice, I will give my employer evidence, in the form of one or more documents issued by the adoption agency that matched me with the child, of (i) the name and address of the adoption agency; (ii) the date that I was notified of having been matched for adoption with the child; and (iii) the date the adoption agency expects to place the child with me
- 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 is 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 week in which I (the adopter) was notified of having been matched for adoption with the child
- I am entitled to SAP in respect of the child placed with me, 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, if I am entitled to it, I will be on SPL in those weeks
- I intend to care for my child and to be absent from work in the weeks I receive ShPP and if I am an employee I will be on SPL in those weeks
- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person who pays ShPP if I revoke curtailment of my SAP
- The information provided in this declaration is accurate

Signature of adopter	
Date	

Section G - Partner's declaration (must be completed)

- I am the primary adopter's spouse, civil partner or partner living with them and the child in an enduring relationship
- I had (or will have) shared responsibility for the child at the time of the placement (along with the primary adopter)
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the week in which we were notified of being matched for adoption with the child

• I have earned in total at least £… in 13 weeks of the 66 weeks preceding the week in which the adopter was notified of having been matched for adoption with the child • I consent to the amount of SPL the primary adopter intends to take, in section D above • I consent to the primary adopter's employer processing the information I have provided • I consent to the amount of ShPP the primary adopter intends to take, in section E above • The information provided in this declaration is accurate	
Signature of partner	
Date	

APPENDIX 5 – NOTICE CONFIRMING THAT PARTNER IS TAKING SPL BUT MOTHER OR BIRTH PARENT IS NOT

Section A – General	
Please accept this as notification that I (the mother or birth parent) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother or birth parent's last name	
Mother or birth parent's first name(s)	

Section B - Confirmation	
• 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 claim for SPL and/or ShPP	
Signature of mother or birth parent	
Date signed	

APPENDIX 6 – NOTICE CONFIRMING THAT PARTNER IS TAKING SPL BUT PRIMARY ADOPTER IS NOT

Section A – General	
Please accept this as notification that I (the primary adopter) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Primary adopter's last name	
Primary adopter's first name(s)	

Section B - Confirmation	
• 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	
Signature of primary adopter	
Date signed	

APPENDIX 7 – NOTIFICATION THAT A PARTNER IS INTENDING TO TAKE SPL (BIRTH)

Section A – General	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's last name	
Partner's first name(s)	
Mother or birth parent's last name	
Mother or birth parent's first name(s)	
Mother or birth parent's address	
Mother or birth parent's National Insurance number (put 'none' if no number is held)	
Expected date of child's birth	
Actual date of child's birth (if child not yet born, provide this as soon as possible after the birth and before taking SPL)	

Section B - Maternity entitlement details (all answers that apply must be completed)	
Start date of mother or birth parent's maternity leave	
End date of mother or birth parent's maternity leave	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Start date of SMP or MA	
End date of SMP or MA	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks SMP or MA will be reduced by (39 weeks less 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 mother or birth parent's leave and pay entitlements. • If the birth mother or birth parent 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 or birth parent 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 or birth parent 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 or birth parent 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)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the mother or birth parent intends to take (if applicable)	

Section D - Partner's leave plans (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
From	**To**

Section E - Amount of ShPP available (only 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)	
Total number of weeks of ShPP I (the partner) intend to take	
Total number of weeks of ShPP the mother or birth parent intends to take	
I (the partner) currently expect to take ShPP as follows:	
From	**To**

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 or birth parent's spouse, civil partner and/or partner living with them 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) shared responsibility for the care of our child at the time of the child's birth (along with the child's mother or birth parent 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 or birth 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 or if my partner revokes their notice to curtail her maternity leave or SMP/MA 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	

Section G - Mother or birth 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 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 £… 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 or birth parent	
Date	

APPENDIX 8 – NOTIFICATION THAT A PARTNER IS INTENDING TO TAKE SPL (ADOPTION)

Section A – General	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's last name	
Partner's first name(s)	
Primary Adopter's last name	
Primary Adopter's first name(s)	
Primary Adopter's address	
Primary Adopter's National Insurance number (put 'none' if no number is held)	
Expected date of child's placement	
Actual date of child's placement (if child not yet placed, provide this as soon as possible after the placement and before taking SPL)	

Section B - Adoption entitlement details (all answers that apply must be completed)	
Start date of statutory adoption leave	
End date of statutory adoption leave	
Total number of weeks of statutory adoption leave taken (or that will be taken) when adoption leave ends	
Start date of SAP	
End date of SAP	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks S SAP will be reduced by (39 weeks less 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)

For adoption:

- The total number of weeks of SPL created depends on the adopter's leave and pay entitlements:
- If the adopter was/is entitled to adoption leave and SAP, the total created will be 52 weeks less any weeks of adoption leave taken
- If the adopter 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 adopter was/is not entitled to adoption leave but is entitled to SAP, the total created will be 52 weeks less any weeks of SAP taken

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 primary adopter intends to take (if applicable)	

Section D - Partner's leave plans (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
From	**To**

Section E - Amount of ShPP available (only 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 mother or birth parent/primary adopter intends to take	
I (the partner) currently expect to take ShPP as follows:	
From	**To**

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 adopter's spouse, the adopter's civil partner or the adopter's partner living with them and the child in an enduring relationship
- I have been continuously employed for 26 weeks at the end of the week in which the adopter was notified of having been matched for adoption
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) shared responsibility for our child at the time of the child's placement (along with the primary adopter who has made the declaration below)
- If my employer asks within 14 days of the date of this notice, I will give my employer evidence, in the form of one or more documents issued by the adoption agency that matched the adopter with the child, of (i) the name and address of the adoption agency; (ii) the date that the adopter and/or I was notified of having been matched for adoption with the child; and (iii) the date on which the adoption agency expects to place the child with the adopter and/or me.
- I will give my employer the name and address of the adopter'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

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 week in which the adopter was notified of having been matched for adoption with the child
- I intend to care for my child and to be absent from work in the weeks I receive ShPP and if I am an employee I will be on SPL in those weeks
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is accurate

Signature of partner	
Date	

Section G - Adopter's declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) shared responsibility for the child at the time of the placement of the child (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 week in which the adopter was notified of having been matched for adoption with the child
- I have earned in total at least £… in 13 weeks of the 66 weeks preceding the week in which I (the adopter) was notified of having been matched for adoption with the child
- 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 SAP, and I have reduced (or will reduce) the SAP 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 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 SAP • The information provided in this declaration is accurate	
Signature of adopter	
Date	

APPENDIX 9 – NOTICE OF DATES FOR SHARED PARENTAL LEAVE

I understand that I may not request SPL with a start or end date which is outside the period in which SPL may be taken. This is within the period which begins on the date the child is born/placed and ends the day before the child's first birthday. (If dates are requested prior to the birth or placement of the child then you may include a start date which is expressed to be on the day on which the child is born or placed, or a number of days following the child's birth/placement, or the form may contain an end date expressed as a number of days following the date of the child's birth/placement).

I understand that SPL must be taken in multiples of complete weeks, as one continuous period or up to three discontinuous periods. The minimum period of SPL which may be taken is one week.

I understand that I may give a total of three Notice of Dates for Shared Parental Leave, (including variation notices). The following notices do not count towards the three permitted notices:

a) A Notice of Dates for Shared Parental Leave requesting discontinuous period for SPL which is withdrawn by me on or before fifteenth day after the notice was given.
b) A variation notice given as the result of my child being born earlier or later than the expected week of confinement.
c) A variation notice given in response to a request from the school that I vary a period of leave.
d) Where we agree otherwise

I confirm that I would like to take shared parental leave (SPL) and the date(s) requested are:

Start Date	End Date

Signature	
Date	