Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

Shared Parental Leave Guidance

ORGANISATIONAL DEVELOPMENT

Issued: August 2024

Version Control

This document is intended for:

☐ Council staff only ☐ School-based staff only ☒ Council & School-based staff

Version	Key Changes	Approved By
Apr 2020	Reformatted only	DMT
Feb 2024	Employees, Managers and FAQ documents merged	DMT
Aug 2024	Protection from redundancy information added	OD

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

Contents

1. Introduction 4
2. Eligibility Criteria 4
3. Entitlement to Shared Parental Pay 5
4. Pay Comparison 5
5. Shared Parental Leave Options 6
6. Shared Parental Leave Conditions 7
7. Notice of Entitlement and Intention 7
8. Pattern of Shared Parental Leave 8
9. Varying a period of leave 9
10. When Shared Parental Leave and Pay can be taken 10
11. Shared Parental Leave - Keeping in touch days (SPLIT Days) 10
12. Terms and conditions during SPL 10
13. Effect of Shared Parental Leave on Pensions 10
14. Annual Leave and Bank Holidays 11
15. Salary sacrifice 11
16. Protection from Redundancy 11
17. Returning from SPL 11
18. Relationship with the Sickness Scheme 12
19. Protection from Detriment and Dismissal 12
20. Fraudulent Claims 12
21. Shared Parental Leave Steps 13
22. Manager's Checklist 13
23. Employee's Checklist 14
24. Process Flowchart 15
25. Varying a Period of Leave 16
26. Frequently Asked Questions 16

Form SPL1 – Notice of Entitlement and Intention to take Shared Parental Leave 19
Form SPL2 – Request to return to work 23
Form SPL3 – Authorisation for Payment of Shared Parental Leave In Touch Days 24
Form SPL4 – Shared Parental Leave Period of Leave of Notification 25

1. Introduction

This guidance outlines the statutory right to take Shared Parental Leave (SPL) to care for a child. It also outlines the arrangements and notification requirements before a period of SPL and the entitlement to pay during SPL.

SPL allows employees with parenting responsibilities for babies or newly adopted children the opportunity to share leave should they wish to do so, as long as the combined leave does not exceed a total of 52 weeks (less any maternity/adoption/surrogacy leave already taken).

There is no provision for parents having a child via a surrogacy arrangement under this legislation; however, this scheme affords surrogate parents the same rights as adoptive parents. Therefore, where reference is made to adoption leave/pay or adoptive parents this also applies to parents having a child via a surrogacy arrangement.

2. Eligibility Criteria

To be entitled to SPL an employee must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (each will be referred to in this scheme as a parent)
- have (or share with the other parent) the main responsibility for the care of the child
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the relevant week)
- still be in continuous employment until the week before any SPL is taken

In addition the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week of confinement
- have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week

If the other parent meets these conditions, but does not qualify for SPL themselves, the employee may still be entitled to the whole SPL period.

In all cases the statutory notification and information requirements must be followed.

3. Entitlement to Shared Parental Pay

In addition to the requirements regarding entitlement to leave as outlined above, if an employee wishes to claim shared parental pay (ShPP) they must have an average weekly earnings equal to or above the Lower Earnings Limit over the 8 week period ending with the relevant week.

A maximum of 37 weeks' ShPP is payable, and this will be reduced by the number of weeks statutory maternity/adoption pay or maternity allowance already taken by the mother or main adopter. ShPP is paid at the prescribed flat rate, which is reviewed annually (latest rate available on the https://www.gov.uk/shared-parental-leave-and-pay website), or 90% of your average weekly earnings (whichever is lower).

In all cases the statutory notification and information requirements must be followed. There is no provision for employees to be paid 90% of earnings for the first 6 weeks of the shared parental pay period where this is higher than the statutory rate as is the case for statutory maternity/adoption pay.

If both parents qualify for ShPP they must decide who will receive it or how it will be divided and inform their respective employers.

Once any entitlement has been curtailed it cannot be re-instated. For example, if the mother/main adopter curtails their maternity/adoption leave before the first 6 weeks (18 weeks if the employee has more than 1 year's service) this (usually) higher pay cannot be restarted at a later date and is, in effect, replaced by the (usually lower) ShPP rate.

4. Pay Comparison

Employees who have completed **26 weeks or more but less than one year's continuous service** at the beginning of the 15th week before the expected week of childbirth/week in which they are notified of being matched with a child for adoption.

	Maternity/Adoption/Surrogacy Leave	Shared Parental Leave
Weeks 1-6	Non-Teachers 90% of average weekly earnings. This will be inclusive of Statutory Maternity/ Adoption/Surrogacy Pay and/or any other allowances if appropriate. Teachers The first 4 weeks of absence will be at full pay. The following 2 weeks will be at 90% of average weekly earnings. This will be inclusive of Statutory Maternity/Adoption/ Surrogacy Pay and/or any other allowances if appropriate.	Statutory Shared Parental Pay (ShPP) is paid at the prescribed flat rate, which is reviewed annually (latest rate available on the https://www.gov.uk/shared-parental-leave-and-pay website), or 90% of your average weekly earnings (whichever is lower).
Weeks 7-39	Statutory Maternity/Adoption/Surrogacy Pay (see www.gov.uk for the latest rates)	
Weeks 40-52	Unpaid leave.	Unpaid leave.

Employees who have completed **one year's continuous service (or more)** at the beginning of the 15th week before the expected week of childbirth/week in which they are notified of being matched with a child for adoption.

	Maternity/Adoption/Surrogacy Leave	Shared Parental Leave
Weeks 1-6	Non-Teachers 90% of average weekly earnings. This will be inclusive of Statutory Maternity Pay (SMP), Statutory Adoption (SA), Surrogacy Pay (SP) and/or any other allowances if appropriate. Teachers The first 4 weeks of absence will be at full pay. The following 2 weeks will be at 90% of average weekly earnings. This will be inclusive of SMP/SA/SP and/or any other allowances if appropriate.	Statutory Shared Parental Pay (ShPP) is paid at the prescribed flat rate, which is reviewed annually (latest rate available on the https://www.gov.uk/shared-parental-leave-and-pay website), or 90% of your average weekly earnings (whichever is lower).
Weeks 7-18	If the employee intends returning to work, payment will be ½ a week's pay (plus SMP or Maternity Allowance and any dependant's allowances if appropriate, providing it does not exceed normal full pay). If the employee does not intend to return to work, payments during this 12 week period will be entitlement to SMP/SA/SP only. If the employee does not return to work for a period of at least three months, they will be liable to pay back the occupational payments i.e. for the first 12 weeks of leave Payments made by way of SMP/SA/SP are not repayable.	
Weeks 19-39	SMP/SA/SP (see www.gov.uk for the latest rates)	
Weeks 40-52	Unpaid leave.	Unpaid leave.

5. Shared Parental Leave Options

SPL can:

- Start on any day of the week.
- Only be taken in complete weeks (e.g. starts on Tuesday and finishes following Monday).
- Be taken in up to three separate blocks of leave, once any Maternity/Adoption Leave has been curtailed.
- Be taken by both parents/partners at the same time as long as the combined leave does not exceed a total of 50 weeks.
- Be taken at separate times by the parents.

Employees and managers should, where possible, have an informal discussion prior to employees giving formal notification of intention to take SPL so that statutory (and

contractual) entitlements to other types of leave and pay can be discussed, and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.

6. Shared Parental Leave Conditions

A parent has the option to choose SPL at any time whilst they are eligible (within a year of the birth/adoption) as long as they can meet the notification requirements of at least 8 weeks before the start date.

A **maximum** of 3 separate notifications can be given for SPL.

Parents do not have to be working for the same employer to be eligible.

A mother/main adopter can only share parental leave with **one** other person.

It should be noted that SPL can only be used by the mother/main adopter after they have either returned to work, or given notice that reduces their maternity/adoption leave, confirming when the maternity/adoption leave will come to an end in the form of a 'maternity curtailment notice'. This Notice is binding and cannot be withdrawn except in the following circumstances:

- If it becomes apparent that neither parent is entitled to SPL or ShPP.
- If the curtailment notice was given before the birth and is revoked within 6 weeks of the birth (in this case another curtailment notice can be submitted).
- If the other parent dies.

Once the mother has brought forward the date on which her maternity leave period ends, the untaken weeks of maternity leave are available to be taken as shared parental leave. If she gives notice to curtail her leave on a future date, then, provided the eligibility criteria are satisfied, her partner can start taking shared parental leave whilst she` is still on maternity leave.

7. Notice of Entitlement and Intention

The notification requirements for SPL and ShPP are very specific and detailed. Employees will need to complete form SPL1 as fully as possible which has been designed to assist employees to provide the required information and declarations.

Employees should return the form to their Manager. Completed forms should then be forwarded to Organisational Development. In order to apply for SPL, employees need to have previously also completed the Maternity/Adoption/Surrogacy application form. If employees are applying for SPL and have not had to complete a Maternity/Adoption/Surrogacy application form they should submit the Maternity Certificate (Form MAT B1) with the SPL1 application form.

The minimum requirements by law are:

- ‘A maternity curtailment notice’ (if appropriate).
- Notice of entitlement and intention.
- A period of leave notice.

In practice, at least the first period of SPL will be identified in the Form SPL1. Subsequent requests must be made using Form SPL4. In total, employees are entitled to submit a **maximum** of 3 separate 'periods of leave' notices. Each notice must be given at least 8 weeks before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first 'period of leave' notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

8. Pattern of Shared Parental Leave

SPL can be taken as either a 'continuous' block or multiple 'discontinuous' blocks. The total number of blocks that can be taken, whether continuous or discontinuous, is 3.

Continuous Block
This is an unbroken period of leave, e.g. for a period of six weeks leave. Eligible employees have a statutory right to take SPL in this way.

If a continuous period of leave is requested in each period of leave notice, an employee will be entitled to take that period of leave and this will be confirmed in writing.

Discontinuous Block
This is a period of leave but with breaks in between the leave where the employee returns to work, e.g. 3 weeks leave, followed by a return to work for 6 weeks, followed by another period of leave.

Discontinuous leave can only be taken with the Council/School's agreement, and once a request for discontinuous leave has been made the request must be discussed by the employee and their Manager within a period of 14 calendar days.

Managers will discuss requests received with the employee to determine whether the request:

i. can be accommodated and the leave approved
ii. propose an alternative pattern of leave which can be agreed
iii. or the request can be refused

The Manager’s decision will be confirmed in writing, giving the reason if the request is refused and there is no right of appeal regarding the decision.

If no agreement is reached within two weeks of the period of leave notice being submitted the employee can:

- take the leave requested in one continuous block, beginning on the original start date
- take a continuous block of leave starting on a new date, as long as the new date is later than the original start date and the Council/School is notified of the new date within five days of the two week period referred to above
- withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of the three requests allowed

9. Varying a period of leave

An employee can submit a request to vary a period of leave in the following ways:

i. vary the start or end date as long as the variation is requested at least 8 weeks before the original start date and the new start date
ii. vary or cancel the amount of leave requested at least 8 weeks before the original start date
iii. request that a single period of leave becomes a discontinuous period of leave or vice versa

A variation will count as one of the **maximum** number of 3 separate period of leave notice requests (see 6) unless:

- It is made as a result of the child being born earlier or later than the expected week of childbirth. The usual 8 week notice requirement may be modified if the child is born early and the new start date for the period of leave is the same length of time following the birth as in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.
- The Council/School has requested the variation.

A notice to vary booked SPL will count as a further notification. Therefore if the employee had originally agreed the leave as part of their first notice to book SPL, cancelling or varying the leave would count as a second notification, meaning, unless the employer gave them more they would only have one more notification to use any remaining leave.

If the employee has already used up all of their notifications the employer is under no obligation to agree to vary/cancel the leave but could still consider the request and decide whether it is reasonably practicable to grant it.

10. When Shared Parental Leave and Pay can be taken

Shared Parental Leave and Pay cannot begin before the birth (or placement for adoption) and must be taken within 1 year of the birth or the date that the child was placed with the family (i.e. the day before the child's first birthday or the first anniversary of the placement of an adopted child).

11. Shared Parental Leave - Keeping in touch days (SPLIT Days)

The Council/School has the right to ask an employee to attend work on occasional days during the SPL period. These days could be for training, to attend department meetings, or just for keeping in touch in line with same principle as KIT days for maternity leave.

There are 20 SPLIT days available during SPL which are in addition to the 10 KIT days available during maternity and adoption leave.

An employee may work for up to these 20 days without bringing the SPL to an end. Work during will not extend the SPL period. If an employee does work they will be paid at the normal rate of pay inclusive of any ShPP entitlements.

There is no obligation on an employee to work during SPL and there is no obligation on the Council/School to offer work.

Employees should complete Form SPL3 for payment authorisation of SPLIT Days and Form ML3 in the Maternity Leave Policy for KIT Days.

12. Terms and conditions during SPL

The employee's contract of employment continues in force during the period of SPL and they are entitled to receive all their contractual benefits, except for salary. Whilst the employee's contract of employment continues to be in force during the period of SPL they are entitled to receive all their contractual benefits, except for salary.

13. Effect of Shared Parental Leave on Pensions

If you are a member of the LGPS (Local Government Pension Scheme) or TPS (Teachers' Pension Scheme) Pension contributions will continue to be made during any period when the employee is receiving Shared Parental Pay (ShPP) but not during any period of unpaid SPL. Employee contributions will be based on actual pay whilst employer contributions will be based on the salary that the employee would have received had they not been taking SPL.

Further information regarding the effect of SPL on pension contributions can be found on the following websites:

- LGPS: https://www.lgpsmember.org/your-pension/paying-in/if-you-are-away-from-work/
- TPS: https://www.teacherspensions.co.uk/members/working-life/life-events/family-leave.aspx
- Or by emailing pensions@blaenau-gwent.gov.uk

14. Annual Leave and Bank Holidays

An employee will continue to accrue annual leave and bank holiday entitlement during periods of SPL, in line with existing arrangements outlined in the Maternity and Adoption/Surrogacy Leave policies.

15. Salary sacrifice

Arrangements will be made with the employee, if required, to ensure that any salary sacrifice schemes continue during the period of SPL as part of their continuing contractual benefits and in line with similar arrangements for Maternity and Adoption leave.

16. Protection from Redundancy

The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 extend the period of time during which certain employees are entitled to be offered a suitable alternative vacancy if they would otherwise be made redundant.

Employees who take a period of Shared Parental Leave of 6 weeks or more beginning on or after 6 April 2024 will be protected during their Shared Parental Leave and for 18 months from the date of childbirth or placement. Employees who take a period of Shared Parental Leave of less than 6 weeks beginning on or after 6 April 2024 will be protected during their period of Shared Parental Leave.

17. Returning from SPL

An employee wishing to return early from SPL must notify the Council/School at least 8 weeks before both the original end date and the new end date using Form SPL2.

An employee returning to work immediately after a period of SPL which (together with any statutory maternity/adoption leave taken to care for the same child) of **26 weeks or less** will return to the same job.

An employee returning to work immediately after a period of SPL which (together with any statutory maternity/adoption leave taken to care for the same child) of **26 weeks or more** will normally be entitled to return to the same job unless that is not reasonably practicable in which case the employee will return to another job which is suitable and appropriate under the circumstances.

An employee's right to return means that they will return on terms and conditions that are no less favourable than those that would have been applied had they not been absent. The return will be at the same level of seniority, pension rights and other similar rights.

18. Relationship with the Sickness Scheme

SPL will not be treated as sick leave and will not be taken into account for the calculation of the period of entitlement to sickness leave.

SPL shall be regarded as continuous service for the purposes of the National Joint Council's sickness and annual leave.

If employees are unable to return to work at the end of their period of SPL because of illness, they should follow the normal procedures for sickness absence.

19. Protection from Detriment and Dismissal

Employees will be protected from suffering detriment or unfair dismissal for reasons related to taking, or seeking to take SPL.

20. Fraudulent Claims

The Council/School can, where there is a suspicion that fraudulent information may have been provided or where the organisation has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the usual Council/School investigation and disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

21. Shared Parental Leave Steps

SPL Steps	Employee	Employer
Step 1: Becoming aware of a pregnancy or match	Is SPL suitable? Consider what leave arrangements work best.	Is employee eligible? Discuss intentions with employee and other leave options.
Step 2: Choosing SPL and notification of entitlement	Notify Manager of eligibility.	Make early preparations and plans.
Step 3: Notification of a leave booking	Request leave by submitting form SPL1 to Manager (giving at least 8 weeks notice).	Consider impact of leave request and forward completed SPL1 form to OD Division.
Step 4: Request further blocks of leave	Form SPL4 can be used at a later date for up to 2 further blocks of leave (min. 8 weeks' notice).	If approved, submit form SPL4 to OD Division.
Step 5: Outcome	If approved, leave begins or the request is withdrawn.	Confirm and communicate outcome.

22. Manager's Checklist

- ☐ Has the Employee been signposted to the Employee's Guidance document?
- ☐ Has a meeting been arranged to discuss possible leave?
- ☐ Has contact during SPL been discussed?
- ☐ Does the employee meet the eligibility criteria? (see page 3)
- ☐ Has the employee correctly completed Form SPL1? Including has maternity/adoption/ surrogacy leave/pay ended or has a date been confirmed when it will be curtailed? How much SPL does the employee have available to take?
- ☐ How many notices to book leave are remaining? (maximum of 3 which must be booked using Form SPL4)

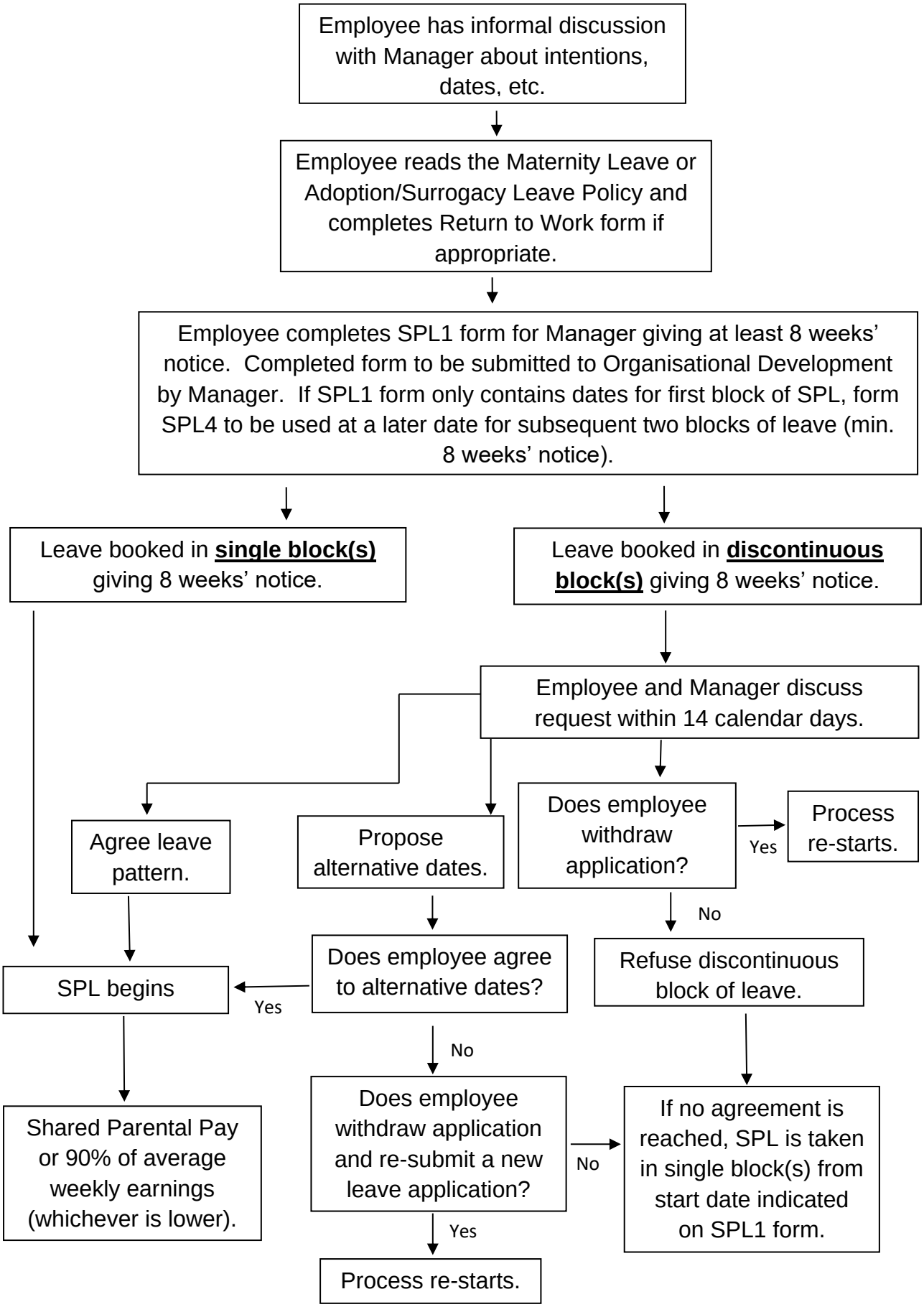
If discontinuous leave has been requested:

- ☐ Has a response to the notice to book discontinuous SPL been given within 14 calendar days?
- ☐ If the leave request has been refused, have you written to explain the reason why?
- ☐ What leave period has been agreed?
- ☐ How much SPL does the employee still have available for them to take?

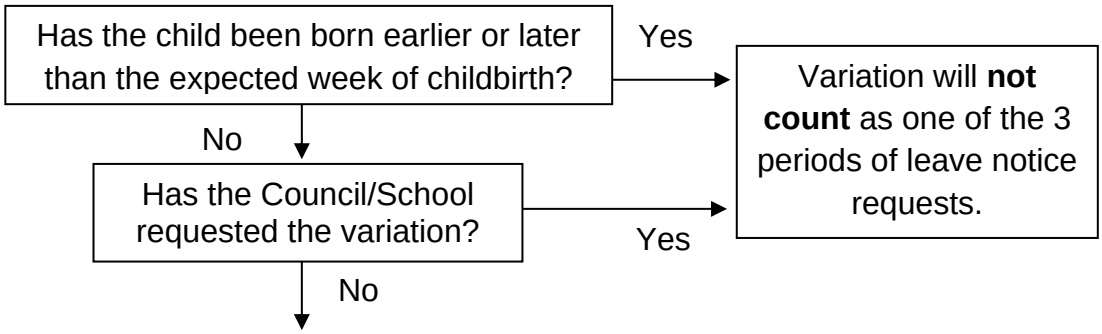
23. Employee's Checklist

- ☐ Do you meet the eligibility criteria? (see page 2)
- ☐ If you are the Mother/Primary Adopter and have less than 1 year's continuous service and intend taking SPL before the 7th week following the birth/placement, do you understand the financial implications?
- ☐ If you are the Mother/Primary Adopter and have more than 1 year's continuous service and intend taking SPL before the 19th week following the birth/placement, do you understand the financial implications?
- ☐ Have you arranged to meet your Manager to discuss possible leave and how contact during SPL will be carried out?
- ☐ Have you completed Form SPL1?
- ☐ Are dates of all 3 blocks of SPL included in Form SPL1? If no, future blocks must be requested using Form SPL4, giving at least 8 weeks' notice.

24. Process Flowchart



25. Varying a Period of Leave



Employee can submit a request to vary leave in the following ways:

a) vary the start or end date.
b) vary or cancel the amount of leave requested.
c) request that a single period of leave becomes discontinuous or vice versa.

Variation must be requested at least 8 weeks before the start date.

Variation **will count** as one of the 3 periods of leave notice requests.

26. Frequently Asked Questions

What is Shared Parental Leave?
Shared Parental Leave (SPL) allows employees with parenting responsibilities the opportunity to share up to 50 weeks' leave. The same opportunity is also available for employees intending to parent via a legal surrogacy arrangement. Please note that references in this document to adoption also apply to surrogacy.

What are the benefits of SPL?
SPL will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. This could mean that the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date. It is designed to give parents more flexibility in how to share the care of their child in the first year following birth or adoption. Parents will be able to share leave, can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

Who is eligible for SPL?

To be entitled to SPL an employee must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter.
- have (or share with the other parent) the main responsibility for the care of the child.
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the relevant week).
- still be in continuous employment until the week before any SPL is taken.

In addition the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week of confinement.
- have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week.

If the other parent meets these conditions, but does not qualify for SPL themselves, the council employee may still be entitled to the whole SPL period.

What options of SPL are available?

SPL can:

- Start on any day of the week.
- Only be taken in complete weeks (e.g. starts on Tuesday and finishes following Monday).
- Be taken in up to three separate blocks of leave. If each block of leave is continuous (e.g. SPL 27/7/23-30/9/23) these are statutorily entitled to be taken, provided the appropriate notice and eligibility criteria have been met.
- If the leave in each block is discontinuous (e.g. SPL 27/7/23 to 15/8/23, back in work 16/8/23 to 24/8/23, SPL 25/8/23 to 30/9/23) this has to be agreed and can be refused by the Manager.
- The Manager's decision will be confirmed in writing, giving the reason if the request is refused and there is no right of appeal regarding the decision.
- Be taken by both parents/partners at the same time as long as the combined leave does not exceed a total of 52 weeks.
- Be taken at separate times by the parents.

How much will we get paid if we take SPL?
Statutory Shared Parental Pay (ShPP) is paid at the prescribed flat rate, which is reviewed annually (latest rate available on the https://www.gov.uk/shared-parental-leave-and-pay website), or 90% of your average weekly earnings (whichever is lower). There is no provision for employees to be paid 90% of earnings for the first 6 weeks of the shared parental pay period where this is higher than the statutory rate as is the case for statutory maternity/adoption pay. If the mother or adopter curtails their entitlement to maternity/adoption pay or maternity allowance before they have used their full entitlement then ShPP can be claimed for any remaining weeks. Once any entitlement has been curtailed it cannot be re-instated. For example, if the mother/adopter curtails their maternity/adoption leave before the first 6 weeks this (usually) higher pay cannot be restarted at a later date and is, in effect, replaced by the (usually lower) ShPP rate.

How does it impact the Mother/Main Adopter?
SPL can be taken by both parents/partners at the same time as long as the combined leave does not exceed a total of 50 weeks.

What do I need to do if I want to apply for SPL (I am the Mother/Main Adopter)?
Complete the Maternity/Adoption Return to Work Form ML2/AL2. Complete the SPL1 Form. SPL can only be used by the mother/main adopter after they have either returned to work, or given notice that reduces their maternity/adoption leave, confirming when the maternity/adoption leave will come to an end. N.B. A mother/main adopter can only share parental leave with **one** other person.

When can Shared Parental Leave and Pay be taken?
Shared Parental Leave and Pay cannot begin before the birth (or placement for adoption) and must be taken within 1 year of the birth or the date that the child was placed with the family (i.e. the day before the child's first birthday or the first anniversary of the placement of an adopted child).

When do we need to apply?
Up to three separate blocks of Shared Parental Leave can be taken. Notice must be given, using the appropriate form, at least 8 weeks before the start of a period of Shared Parental Leave.

FORM SPL1

Notice of Entitlement and Intention to take Shared Parental Leave

Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

THIS FORM SHOULD BE COMPLETED AND RETURNED TO HRpayroll@blaenau-gwent.gov.uk (WITH THE MATERNITY CERTIFICATE (FORM MAT B1) IF NOT PREVIOUSLY SUBMITTED WITH A MATERNITY/ADOPTION/SURROGACY APPLICATION FORM)

Employees with a child due to be born or placed for adoption or surrogacy on or after 5th April 2015 who wish to take shared parental leave (SPL) to share the main parenting responsibilities with the other parent/partner must **submit this form to their Manager at least 8 weeks before the start date of the first period of SPL**.

To be entitled to SPL you must:

- be the mother, father or main adopter/intended parent of the child, or partner of the mother or main adopter/intended parent (referred to in this form as parent)
- have (or share with the other parent) the main responsibility for the care of the child
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified as having been matched for adoption with the child (known as the relevant week)
- still be in continuous employment until the week before any SPL is taken

The other parent must have at least 26 weeks employment (employed or self-employed) out of the 66 weeks prior to the relevant week and have average weekly earnings of at least £30 during at least 13 of those weeks.

Please refer to the Shared Parental Leave Scheme before completing this form.

SECTION 1 – PERSONAL DETAILS

Full Name:			
Home Address:			
Telephone Number - Home:		Work:	
Designation:			
Place Of Work:			
Staff Number:			
N.I. Number:			

Child's expected date of birth/date of placement for adoption:	
Child's actual date of birth/date of placement for adoption (if known):	
Start date of mother/main adopter's/intended parent's maternity/ adoption/surrogacy leave (or pay period *****):	
End date of mother/main adopter's/ intended parent's maternity/adoption/ surrogacy leave (or pay period *****):	

***** the start and end dates of the statutory maternity/adoption/surrogacy pay or maternity allowance period if the mother/main adopter/intended parent is not entitled to statutory leave

SECTION 2 – SHARED PARENTAL LEAVE DETAILS

The total amount available is 50 weeks minus the number of weeks leave/pay already taken by the mother/main adopter/intended parent according to the dates given in Section 1.

Total number of weeks SPL available:	
Number of weeks SPL you intend to take:	
Number of weeks SPL the other parent intends to take:	
Indication of start and end dates of SPL that you intend to take. *This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish to request for it to be binding. Complete the section below if you wish your request for any/all of these periods of leave to be treated as a period of leave notice.*	

Do you wish the dates indicated for the period/s of leave to constitute a formal (binding) period of leave notice? Yes ☐ No ☐ Yes for the following dates only:

SECTION 3 – SHARED PARENTAL PAY DETAILS

The total amount of shared parental pay (ShPP) which may be available is 37 weeks minus the number of weeks pay already taken by the mother/main adopter/intended parent according to the dates given in Section1.

Total number of weeks ShPP available:	
Number of weeks ShPP you intend to claim:	
Number of weeks ShPP the other parent intends to claim:	
Indication of start and end dates of your ShPP periods:	

SECTION 4 – EMPLOYEE NOTICE OF CURTAILMENT OF MATERNITY/ADOPTION/SURROGACY LEAVE

Complete this section if you are the employee named in this notice and you are the mother or main adopter or intended parent. You must give at least 8 weeks notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child.

I wish my maternity leave to end on [ ] (insert date)

SECTION 5 – EMPLOYEE DECLARATION

I confirm that I meet the following conditions:

- I am the mother, father or main adopter or intended parent of the child, or the partner of the mother or main adopter.
- I have (or share with the other parent) the main responsibility for the care of the child and am taking SPL in order to care for the child.
- I have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the relevant week).
- I intend to be in continuous employment until the week before any SPL is taken.
- If I am claiming shared parental pay I have average weekly earnings equal to or above the Lower Earnings Limit over the 8 week period ending with the relevant week.
- I agree to inform the Council/School immediately if I cease to meet the conditions for entitlement to SPL or ShPP.

If you are the mother or main adopter or intended parent:

- I have submitted a curtailment of maternity/adoption/surrogacy leave notice by completing Section 4 above.

Signature:		Date:	

SECTION 6 – DECLARATION OF OTHER PARENT

Name:	
Address:	
National Insurance Number:	

I confirm that I meet the following conditions:

- I have at least 26 weeks employment (employed or self-employed) out of the 66 weeks prior to -the 15th week before the expected date of birth or at the week in which the main adopter was notified as having been matched for adoption with the child (known as the relevant week).

- I have average weekly earnings of at least £30 during at least 13 weeks of the 66 weeks prior to the relevant week.

- I agree to inform your employee immediately if I cease to meet the two conditions above.

- I consent to your employee taking SLP and ShPP as set out in Sections 2 and 3 above.

If you are the mother/main adopter/intended parent:

- I have curtailed my maternity leave and pay/adoption/surrogacy leave and pay/maternity allowance or will have done so by the time your employee starts SPL.

I consent to you processing the information contained within the declaration.

Signature:		Date:	

FORM SPL2

Request to return to work

Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

THIS FORM SHOULD BE COMPLETED AND RETURNED TO HRpayroll@blaenau-gwent.gov.uk IF YOU INTEND ON RETURNING EARLIER THAN THE AGREED DATE

THIS FORM MUST BE COMPLETED GIVING AT LEAST 8 WEEKS NOTICE OF YOUR INTENTION TO RETURN TO WORK EARLY

SECTION 1 – PERSONAL DETAILS

Full Name:	
Home Address:	
Telephone Number - Home:	Work:
Designation:	
Place Of Work:	
Staff Number:	
N.I. Number:	

SECTION 2 – DECLARATION

I confirm that I wish to return to work earlier than the end of my Shared Parental Leave on the following date:	
Signature:	Date:

ORGANISATIONAL DEVELOPMENT DIVISION ONLY

Check details and date of commencement

D of R

Entered in register

- ☐ Inform Department
- ☐ Inform Resources
- ☐ Letter to employee (28 days)
- ☐ Filed in Personal File
- ☐ End Secondment/Temporary Cover

February 2024

FORM SPL3

Authorisation for Payment of **Shared Parental Leave In Touch (SPLIT) Days**

Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

THIS FORM SHOULD BE COMPLETED AND RETURNED TO HRpayroll@blaenau-gwent.gov.uk

SECTION 1 – PERSONAL DETAILS

Full Name:	
Home Address:	
Telephone Number - Home:	Work:
Designation:	
Place Of Work:	
Staff Number:	
N.I. Number:	

SECTION 2 – DECLARATION

In line with the Shared Parental Leave Guidance and the Shared Parental Leave In Touch (SPLIT) Days option I wish to notify you that I attended work on the date(s) stated below:

Reason for the SPLIT Day(s):

Employees Signature:		Date:	
Manager's Signature:		Date:	

February 2024

FORM SPL4

Shared Parental Leave
Period of Leave Notice

Cyngor Bwrdeistref Sirol
Blaenau Gwent
County Borough Council

THIS FORM SHOULD BE COMPLETED AND RETURNED TO HRpayroll@blaenau-gwent.gov.uk

SECTION 1 – PERSONAL DETAILS

Full Name:	
Home Address:	

Telephone Number - Home: _____ Work: _____

Designation:	
Place Of Work:	
Staff Number:	
N.I. Number:	

SECTION 2 – SHARED PARENTAL LEAVE DETAILS

The total amount available is 50 weeks minus the number of weeks leave/pay already taken by the mother/main adopter/intended parent.

Total number of weeks SPL available:	
Number of weeks SPL you intend to take:	
Number of weeks SPL the other parent intends to take:	

Start Date of SPL: _____ End Date of SPL: _____

The dates specified above constitute a formal (binding) period of leave notice.

Employees Signature: _____ Date: _____

Manager's Signature: _____ Date: _____