CYNGOR SIR
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COUNTY COUNCIL

School Shared Parental Leave Policy

School	Cybi
Date policy approved and adopted by Governing Body	30/09/26
Review frequency	Every 3 years
Next review date	30/09/29
Head teacher	Rhian Grieves
Chair of Governors	Colin Bell

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Contents

1. Introduction
2. Eligibility requirements
3. Employment and earnings test
4. Notification requirements
5. Amount and timing of SPL
6. Varying a period of leave
7. Entitlement to shared parental pay
8. Confirmation of SPL and ShPP
9. SPLIT days
10. Terms and conditions during SPL
11. Returning from SPL
12. Fraudulent Claims
13. Data protection
14. Policy review

Appendices

1. Maternity leave curtailment notice
2. Adoption leave curtailment notice
3. Notice of entitlement and intention (mother)
4. Notice of entitlement and intention (maternity – partner)
5. Notice of entitlement and intention (main adopter)
6. Notice of entitlement and intention (adoption – partner)
7. Period of leave notice/vary a period of leave notice

1. Introduction

This policy sets out the statutory right of employees to take shared parental leave and provides an explanation of the entitlements and the procedures employees should follow in order to take shared parental leave.

Shared parental leave may be taken in the case of both births and adoptions. This policy uses the word 'parent' to describe employees in both birth and adoption circumstances.

Due to the flexibility of the shared parental leave system, it is essential that employees understand the procedural requirements involved in taking such leave.

The essential features of shared parental leave (SPL) are:

- eligible employees will be able to bring maternity/adoption leave to an early end and share the remaining leave entitlement
- eligible employees will have a certain amount of flexibility to decide which parent takes leave and when, including being on leave at the same time
- the maximum amount of leave to be shared is 50 weeks
- leave may be taken in minimum blocks of one week
- eligible employees may make up to three requests for leave, including any changes to previously booked leave
- a request for a continuous period of leave becomes fixed
- a request for discontinuous leave is subject to agreement with the school

2. Eligibility requirements

In order to take SPL, both the employee and their partner must meet the following eligibility criteria:

- be the mother or main adopter of the child, or the partner of the mother or main adopter
- have 26 weeks' service at the end of the 15th week before the expected week of childbirth (EWC) 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')
- have a partner who meets the employment and earnings test (see below)
- share the primary responsibility for the child with the other parent at the time of the birth/adoption
- have made the required notifications in respect of their entitlement and have provided the necessary declarations and evidence
- be working for the Authority until the week before any leave is taken

3. Employment and earnings test

Your partner must have, during the 66 weeks before the EWC/relevant week, worked for at least 26 weeks and earned on average at least £30 a week in any 13 weeks.

4. Notification requirements

Notice of entitlement and intention to take leave and pay

At least eight weeks before any leave is to be taken, the employee must complete the Curtailment Notice form and the notice of entitlement or intention form in full to ensure all relevant information is provided (see appendices).

Curtailment notice

The mother/main adopter must inform the school of their intention to curtail their maternity/adoption leave if shared parental leave is to be taken by providing a curtailment notice and notice of entitlement. The curtailment notice will give eight weeks' notice of leave being brought to an early end.

A notice of curtailment can only be revoked in the following specific circumstances:

- where it is discovered in the eight weeks following the notice that neither the mother/adopter nor their partner has any entitlement to shared parental leave or pay
- in the event of the death of the partner
- if the notice was given before the birth, and the mother revokes her maternity leave curtailment notice in the six weeks following the birth.
- Notice of curtailment must be provided to Jobcentre Plus if the mother/main adopter is not entitled to maternity/adoption pay but instead received maternity/adoption allowance.

Notice to take a specific period of SPL and ShPP

Although an indication of leave dates will have been given in previous notices, a period of leave is not fixed (unless stated to the contrary) until a Period of Leave notice is submitted. A maximum of three period of leave notices are permitted, which will include any notices to amend a period of leave already booked. A period of leave notice gives eight weeks' notice to the school that you intend to take leave on the specified dates. The date that leave will start should be given unless the period of leave notice is given before the birth of a child, in which case the start date may be expressed as, for example, 'two weeks' after the birth, to last for 'four weeks'.

You should also indicate in this notice whether you intend to allocate ShPP to the period of leave.

It is important that all the relevant information is provided according to the set timelines. If it is not, the school cannot guarantee that the leave will be granted.

5. Amount and timing of SPL

Parents cannot take more than 52 weeks of leave in total made up of maternity or adoption leave and shared parental leave. SPL must be taken within the first year of birth or adoption.

Mothers are not able to share their compulsory maternity leave entitlement of two weeks. This is a statutory requirement enabling the employee to recover from the birth and is to be taken exclusively by her. Correspondingly, adopters may share a maximum of 50 weeks' leave.

Shared parental leave can only be taken in minimum blocks of one week.

Shared parental leave can be taken in:

A continuous block - This is an unbroken period of leave, e.g. for a six week period. Eligible employees have a statutory right to take SPL in this way and a continuous leave notification must be accepted. The period of leave will be confirmed in writing by the employer.

Discontinuous blocks - This is a period of leave with breaks in between 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 school's agreement, and a request for such leave must be discussed by the employee and the Head teacher within 14 calendar days to determine whether:

- the request can be accommodated and the leave approved;
- there is a need to propose an alternative pattern of leave; or
- the pattern of leave requested cannot be accommodated within school demands and cannot be agreed to.

The Head teacher's decision will be confirmed in writing.

If no agreement has been reached within the two weeks of the Period of Leave Notice being submitted, the employee can:

- take the leave requested as 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 school is notified of the new date within five days of the two week period referred to above. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the first period of leave requested in the POL notice.

- 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.

6. Varying a period of leave

Once a period of leave notice has been submitted, you may change the dates on which leave is to be taken by submitting a request to vary a period of leave giving eight weeks' notice. These notice provisions are waived in the event of an early birth/placement and your leave will start the same length of time after the birth/placement as it would have started had the baby not come early/had the placement date not changed. In this case, notice should be given as soon as reasonably practicable. In all other cases, the following applies:

- notice to vary the start date should be given as soon as reasonably practicable after the birth of the child
- in order to change the start date of leave, you must give eight weeks' notice counted back from the earlier of either the original date or the new date
- to change the duration of a period of leave, you must give eight weeks' notice of the original start date.

You may also request that a continuous period of leave is separated into a discontinuous period, or that a discontinuous period is consolidated into a continuous period.

Submitting a variation notice will count towards your maximum three notices unless it is made as a result of the child being born/placed earlier or later than the expected week of childbirth/placement.

If you are submitting a variation notice after a request to do so by the school, it will not count as one of the maximum three notices.

7. Entitlement to Shared Parental Pay

Shared Parental Pay (ShPP) can be paid to both parents for a maximum of 37 weeks in total. This will be reduced by the number of weeks in which statutory maternity or adoption pay was received, in addition to the compulsory 2 weeks after birth/placement.

To be eligible to receive ShPP the following criteria must be met:

- have been continuously employed for at least 26 weeks up to and including the 'qualifying week' (the 15th week prior to the expected week of childbirth or placement for adoption)
- have average earnings not less than the lower earnings limit calculated over the eight weeks prior to the qualifying week
- comply with the notification requirements

All ShPP is paid at the lower of the standard rate or 90 per cent of the employee's normal weekly earnings.

8. Confirmation of SPL and ShPP

If you request one continuous block of leave in a period of leave notice, you are entitled to take this period of leave and we will confirm the dates to you in writing.

However, if you request discontinuous blocks of leave in one period of leave notice, the school will decide whether this can be accommodated. The Head teacher will arrange a meeting with the employee to discuss the request, the outcome of the request will be one of the following:

- agreement to the request
- proposal of alternative leave dates or
- refusal of the request.

If no agreement can be reached within two weeks of the period of leave notice being submitted, the default provisions will apply which means you are able to withdraw the request any time up to the 15th day after it was made.

If the request is not withdrawn, you can take the leave in one continuous block to start on the first date of leave specified in the notice. Alternatively, the leave can be taken in one block on a new date notified by you within 19 days of the original request.

9. SPLIT days

During shared parental leave, you may work for up to 20 shared parental leave 'in touch' days (SPLIT days) without statutory payments being affected. We recognise the benefit of SPLIT days and encourage you to use them, however, they are optional: you are not obliged to use them, and we are not obliged to permit them.

You will be paid at normal rate for work on a SPLIT day. Any work done on one day will count as one SPLIT day.

Your entitlement to 20 SPLIT days is not affected by your entitlement to 10 KIT days during maternity or adoption leave.

10. Terms and conditions during SPL

You will continue to receive all contractual benefits (with the exception of salary) during shared parental leave.

Pension contributions will continue to be made during paid periods of Shared Parental Leave but not during periods of unpaid Shared Parental Leave. Employee contributions will be based on actual pay whilst the authority's contributions will be based on the employee's salary had they not been on Shared Parental Leave.

Annual leave and bank holidays will accrue during periods of Shared Parental Leave where relevant.

11. Returning from SPL

Employees who wish to return to work early after shared parental leave must give eight weeks' notice of the original end date or the new end date, whichever is earlier.

After SPL, provided the total amount of leave taken (including maternity leave) does not exceed 26 weeks, an employee is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent.

An employee returning to work after shared parental leave where the period of leave exceeds 26 weeks, has the right to return to the same job unless this is not reasonably practicable, in which case the employee will return to another job which is suitable and appropriate under the circumstances.

12. Fraudulent Claims

The 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 school investigation and disciplinary procedures, and without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

13. Data Protection

The Council processes personal data collected in accordance with its Data Protection Policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing shared parental leave arrangements. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the relevant disciplinary procedure.

14. Policy Review

The Shared Parental Leave Policy will be reviewed on a regular basis considering operating experience or changes to legislation.

Appendix 1

Shared parental leave: maternity leave curtailment notice	
Name of employee:	
Job title:	
Pay number:	

I wish to bring my maternity leave and statutory maternity pay to an end for the purpose of taking shared parental leave. I have also completed and include a:

☐ form providing a notice of entitlement and intention to take shared parental leave

OR

☐ declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to their employer and that I consent to the amount of leave that they intend to take

I wish to end my maternity leave on:	
I wish my statutory maternity pay period to end on:	
Signed:	
Dated:	

Notes

You should complete and submit this form alongside our form providing a notice of entitlement and intention to take shared parental leave (if you are taking shared parental leave alongside your partner).

You do not have to complete this curtailment form if you have already provided us with the required notice to return to work early from your maternity leave, or have in fact already returned to work having ended your maternity leave early.

Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances.

The date on which you end your maternity leave must be at least:

- eight weeks after the date on which you provide this notice to us;
- two weeks [or four weeks for factory workers] after you give birth; and
- one week before what would have been the end of your additional maternity leave.

Appendix 2

Shared parental leave: adoption leave curtailment notice	
Name of employee:	
Job title:	
Pay number:	

I wish to bring my adoption leave and statutory adoption pay to an end for the purpose of taking shared parental leave. I have also completed and include a:

☐ form providing a notice of entitlement and intention to take shared parental leave

OR

☐ declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to their employer and that I consent to the amount of leave that they intend to take

I wish to end my adoption leave on:	
I wish my statutory adoption pay period to end on:	
Signed:	
Dated:	

Notes

You should complete and submit this form alongside our form providing a notice of entitlement and intention to take shared parental leave (if you are taking shared parental leave alongside your partner).

You do not have to complete this curtailment form if you have already provided us with the required notice to return to work early from your adoption leave, or have in fact already returned to work having ended your adoption leave early.

Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your adoption leave curtailment notice only in limited circumstances.

The date on which you end your adoption leave must be at least:

- eight weeks after the date on which you provide this notice to us;
- two weeks after placement; and
- one week before what would have been the end of your additional adoption.

Appendix 3

Shared parental leave: notice of entitlement and intention (mother)	
Name of employee:	
Job title:	
Pay number:	
I wish to provide notification that I am entitled to and intend to take shared parental leave (and shared parental pay if applicable), as well as the required declarations from myself and my partner.	
Section A: maternity entitlement details	
Expected date of child's birth:	
Actual date of child's birth:	
Start date of statutory maternity leave:	
End date of statutory maternity leave:	
Total number of weeks of statutory maternity leave taken at the date of curtailment:	
Start date of statutory maternity pay or maternity allowance:	
End date of statutory maternity pay or maternity allowance:	
Total number of weeks SMP or MA paid at date of curtailment:	
Section B: Shared parental leave details	

Maximum number of weeks of shared parental leave my partner and I have available (50 weeks minus the number of weeks already taken according to the above dates):	
Maximum number of weeks of shared parental pay available (37 weeks minus the number of weeks taken according to the above dates):	
I intend to take the following number of weeks' shared parental leave:	
My partner intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
The total amount of shared parental pay (if applicable) my partner and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
My partner intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	

Section C: declaration to be completed by employee

I satisfy the following eligibility requirements to take shared parental leave:

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 claiming ShPP:

- 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

Section D: declaration to be completed by employee's partner

My name:	

My address:	
My national insurance number:	

I satisfy the following eligibility requirements to enable the mother to take shared parental leave:

- 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 £30 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 B 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 B above.
- I consent to the Authority processing the information provided in this form
- The information provided in this declaration is accurate

Section E: signatures	
Signed (mother):	
Dated (mother):	
Signed (partner):	
Dated (partner):	

Notes

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the school/authority to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give us a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Appendix 4

Shared parental leave: notice of entitlement and intention (partner - maternity)	
Name of employee:	
Job title:	
Pay number:	
I wish to provide notification that I am entitled to and intend to take shared parental leave (and shared parental pay if applicable), as well as the required declarations from myself and the mother.	
Section A: Mother's maternity details	
Mother's name:	
Expected date of child's birth:	
Actual date of child's birth:	
Start date/expected start date of mother's maternity leave:	
End date/expected end date of mother's maternity leave:	
Start date of mother's statutory maternity pay/allowance:	
End date of mother's statutory maternity pay/allowance:	
Section B: Shared parental leave details	
Maximum number of weeks of shared parental leave my partner and I have available (50 weeks minus the number of weeks already taken according to the above dates):	

I intend to take the following number of weeks' shared parental leave:	
The mother intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
Maximum number of weeks of shared parental pay available if applicable (37 weeks minus the number of weeks taken according to the above dates):	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The mother intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section C: declaration to be completed by employee	
I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
I [have/will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Authority	
At the date of the child's birth, I [have/will have] the main responsibility, apart from the mother, for the care of the child	

I will comply with the school's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother	
I will immediately inform the organisation if I cease to care for the child or if the child's mother informs me that she has revoked the curtailment of her maternity leave or pay period	
Section D: declaration to be completed by the mother	
My name is:	
My address is:	
My national insurance number is:	
I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity leave, statutory maternity pay or	

maternity allowance in respect of the child	
I have [curtailed my maternity leave/returned to work before the end of my statutory maternity leave period]	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable)	
I consent to the school processing the information provided in this form	
Section E: signatures	
Signed (partner):	
Dated (partner):	
Signed (mother):	
Dated (mother):	

Notes

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the school/authority to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give us a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Appendix 5

Shared parental leave: notice of entitlement and intention (main adopter)	
Name of employee:	
Job title:	
Pay number:	
I wish to provide notification that I am entitled to and intend to take shared parental leave (and shared parental pay if applicable).	
Section A: Adoption entitlement details	
Expected date of child's placement:	
Actual date of child's placement:	
Start date of statutory adoption leave:	
End date of statutory adoption leave:	
Total number of weeks of statutory adoption leave taken at the date of curtailment:	
Start date of statutory adoption pay(SAP) or adoption allowance(AA):	
End date of statutory adoption pay or adoption allowance:	
Total number of weeks SAP or AA paid at date of curtailment:	
Section B: Shared parental leave details	

Maximum number of weeks of shared parental leave my partner and I have available (50 weeks minus the number of weeks already taken according to the above dates):	
Maximum number of weeks of shared parental pay available (37 weeks minus the number of weeks taken according to the above dates):	
I intend to take the following number of weeks' shared parental leave:	
My partner intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
The total amount of shared parental pay (if applicable) my partner and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
My partner intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section C: declaration to be completed by employee	
I satisfy the following eligibility requirements to take shared parental leave:	

The following points apply in all circumstances where a main adopter is entitled to adoption 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 matched (relevant week)
- 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)
- I am entitled to adoption leave, my adoption 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 matching certificate 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 claiming ShPP:

- 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 relevant week
- I am entitled to SAP in respect of the placement of our 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 (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 my employer if I revoke the curtailment of my SAP or AA
- The information provided in this declaration is accurate

Section D: declaration to be completed by employee's partner	
My name:	
My address:	
My national insurance number:	

I satisfy the following eligibility requirements to enable the main adopter to take shared parental leave:

- I am the secondary adopter, or at the date placement I was (or will be) the main adopter's spouse, the main adopter's civil partner and/or the main adopter's partner living with them 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 placement (along with the main adopter)
- 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 relevant week
- I have (or will have) earned in total at least £30 in 13 weeks of the 66 weeks before the relevant week
- I consent to the amount of SPL which the main adopter intends to take, as set out in Section B above.
- I consent to the main adopter's employer processing the information I have provided
- I consent to the amount of ShPP which the main adopter intends to take, as set out in Section B above.
- I consent to the Authority processing the information provided in this form
- The information provided in this declaration is accurate

Section E: signatures	
Signed (main adopter):	
Dated (main adopter):	
Signed (partner):	
Dated (partner):	

Notes

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the school/authority to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give us a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental

leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Appendix 6

Shared parental leave: notice of entitlement and intention (partner - adoption)	
Name of employee:	
Job title:	
Pay number:	
I wish to provide notification that I am entitled to and intend to take SPL (and ShPP if applicable), as well as the required declarations from myself and the main adopter.	
Section A: Main adopter's adoption details	
Main adopter's name:	
Expected date of child's placement:	
Actual date of child's placement:	
Start date/expected start date of main adopter's adoption leave:	
End date/expected end date of main adopter's adoption leave:	
Start date of main adopter's adoption pay/allowance:	
End date of main adopter's adoption pay/allowance:	
Section B: Shared parental leave details	
The maximum number of weeks of shared parental leave the main adopter and I have available is (50 weeks minus the number of weeks already taken according to the above dates):	
I intend to take the following number of weeks' shared parental leave:	

The main adopter intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
Maximum number of weeks of shared parental pay available, if applicable (37 weeks minus the number of weeks taken according to the above dates):	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The main adopter intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section C: declaration to be completed by employee	
I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
I [have/will have] 26 weeks' continuous employment ending with the 15th week before the main adopter was notified of having been matched (relevant week) and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation	
At the date of the child's placement, I [have/will have] the main responsibility, apart from the main adopter, for the care of the child	

I will comply with the organisation's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I am the secondary adopter of the child, or am married to, the civil partner of, or the partner of, the main adopter	
I will immediately inform the organisation if I cease to care for the child or if the child's main adopter informs me that they have revoked the curtailment of their adoption leave or pay period	
Section D: declaration to be completed by the main adopter	
My name:	
My address:	
My national insurance number is:	
I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the relevant week	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's placement, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory adoption leave, statutory adoption pay or	

adoption allowance in respect of the child	
I have [curtailed my adoption leave/returned to work before the end of my statutory adoption leave period]	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my adoption leave (and pay, if applicable)	
I consent to your organisation processing the information provided in this form	
Section E: signatures	
Signed (partner):	
Dated (partner):	
Signed (main adopter):	
Dated (main adopter):	

Notes

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow the school/authority to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give us a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Shared parental leave: period of leave notice/ vary a period of leave notice	
Name of employee:	
Job title:	
Pay number:	
I wish to take the following period(s) of shared parental leave:	
Section A: period of leave notice	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
Section B: request to vary previously requested shared parental leave/pay dates	
Previously approved period of shared parental leave (include start and end date):	
Amended period/s of shared parental leave being requested (include the start and end date of the period/s you are requesting):	
Signed:	
Dated:	
Notes You can request to take shared parental leave in one continuous block (in which case we are required to accept the request as long as you meet the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which	

case you need our agreement). A maximum of three requests for leave per pregnancy/adoption can normally be made by each parent.

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to confirm to the school/authority the shared parental leave that you intend to take. You must have already submitted a notice of entitlement and intention before using this form.

We recognise that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.

You and your partner must take any shared parental leave within 52 weeks of the birth of your child.