

FAMILY FRIENDLY POLICY

(Incorporating maternity, paternity, adoption, and shared parental leave)

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PART A - MATERNITY

MATERNITY LEAVE POLICY

1.0 Introduction

1.1 This policy applies to all pregnant employees and those who have recently given birth. It aims to ensure that employees who are new or expectant mothers can remain in employment without their Health and Safety being put at risk in accordance with UK employment legislation and that their employment rights are protected.

1.0 Eligibility

2.1 All female employees regardless of their length of service or number of hours worked are entitled to Maternity Leave provided that the School has been notified at least 15 weeks before the week in which the baby is due.

3.0 Principles

3.1 All pregnant employees will have:

- The right to 52 weeks leave from work – 26 weeks Occupational Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML).
- The right to return to the job in which they were previously employed with terms and conditions no less favourable than those which would have been applicable had they not been absent.
- The right for all terms and conditions (excluding pay) to be continuous during the period of Ordinary Maternity Leave.
- Special conditions regarding their Health and Safety.
- Protection from dismissal on pregnancy related grounds.

- The right to paid time off to attend antenatal appointments regardless of length of service or hours of work. They may however be asked to provide evidence of appointments by their Line Manager.

4.0 Health and Safety

- 4.1 The School aims to ensure that all employees who are pregnant are afforded the protection of the relevant Health and Safety legislation. In order to do this employees are encouraged to inform their Line Manager and the Headteacher as soon as possible that they are pregnant.
- 4.2 Under the Management of Health and Safety at Work (Amendment) Regulations 1994, the School is required to carry out a risk assessment of the work processes new, expectant and breastfeeding mothers carry out and of any substances to which they are exposed. Once the Headteacher has been notified of the pregnancy, they will arrange for a risk assessment to be carried out. Any risk to the mother or her baby which is identified, must then be appropriately dealt with so that the risk can be avoided. This may include temporary variations to working, or in extreme cases suspension from work on full pay. In addition, the employee has an obligation to preserve and protect her own Health and Safety.

5.0 Time off for Ante-Natal Care

- 5.1 An employee who is pregnant and has made an appointment for antenatal care on the advice of a registered medical practitioner, midwife or health visitor, has the right to reasonable time off with pay, to attend the appointment.
- 5.1 The employee should give as much advance notice of appointments as possible and are required to produce evidence of both pregnancy e.g. MatB1 Certificate and the appointment if the Line Manager requests (except in the case of the first appointment)

6.0 Maternity Leave Entitlement

- 6.1 All pregnant employees who have applied for Maternity Leave will be entitled to OML irrespective of whether they are part or full time or the length of service they have with the School.
- 6.2 **Ordinary Maternity Leave (OML)** is for a 26 week period during which the employee will be treated as being temporarily absent from work and the terms of the Contract of Employment (excluding pay) are assumed to continue.
- 6.3 **Additional Maternity Leave (AML)** This is for an additional 26 weeks to start at the end of the OML. Any period of AML will qualify as continuous service. For any employee who does not return to work, continuous service will cease at termination of their contract.

7.0 Maternity Pay Entitlement

- 7.1 Depending on length of service, there are 3 types of Maternity Pay. Please see the table below (please note that Maternity Allowance is paid through the local DWP Office):
- 7.2 **Maternity Allowance (MA) (Less than 26 weeks service at the 15th week prior to the Expected Week of Childbirth (EWC))** If the employee has less than 26 weeks continuous service (calculated from their continuous employment date to the 15th week prior to the EWC) then they will not be entitled to any pay during their Maternity Leave period. They may however be entitled to claim Maternity Allowance. This is payable for 26 weeks and must be claimed directly from the DWP. Payments start at the commencement of the employee's OML but will stop should the employee return to work prior to the end of her 26 weeks. There are a number of criteria for claiming Maternity Allowance; guidance should be sought from the local DWP advisory service, or at www.dwp.gov.uk

Length of Service @ 15th wk before Expected Week of Childbirth (EWC)	Maternity Allowance	Statutory Maternity Pay	Occupational Maternity Pay
0-25wks	Y	N	N
26wks – 51wks	n/a	Y	N
52 wks plus	n/a	Y	Y

7.3 If an employee is eligible for MA, the Finance Office will provide the employee with a completed SMP1 form and any payments, including Maternity Allowance, will be determined by the Department of Social Security (DSS).

7.4 **Statutory Maternity Pay (SMP) (More than 26 weeks service at the 15th week prior to EWC, but less than 1 year)** SMP is paid for 39 weeks and consists of 6 weeks paid SMP at 90 % of average earnings and then at the flat rate SMP (or 90% of average earnings if that is lower) for the remaining 33 weeks followed by up to 33 weeks.

7.5 In order to qualify for SMP an employee must:

- Have worked for the School continuously for a period of at least 26 weeks at the 15th week before EWC.
- Have average weekly earnings in the 8 weeks up to and including the 15th week at least equal to the lower earnings limit for NI contributions.

8.0 Occupational Maternity Pay (OMP)

8.1 All pregnant employees who have completed not less than one year's continuous service at the 15th week before their EWC and who confirm in writing that they intend to return to the School's employment after childbirth, are eligible for OMP. The information regarding paid maternity leave is summarised as follows:

8.2 Following receipt of a signed declaration that an employee intends to return to work, they will be entitled to the following maternity pay:-

- The first four weeks of maternity leave will be paid at full pay (SMP will be included in this payment).
- The next two weeks (weeks 5 & 6) maternity leave will be paid at 90% average contractual weekly salary plus SMP (as long as this does not exceed full pay).
- The following 12 weeks (weeks 7 to 18) of maternity leave will be paid at half average contractual weekly earnings plus SMP (as long as this does not exceed 90% of pay).
- The final 21 weeks (weeks 19 to 39) will be at the lower rate SMP or 90% of average weekly earnings if this is less.

8.3 Repayment of Occupational Maternity Pay

8.3.1 In the event that the employee does not return to work at the School for a period of at least 13 weeks (or the equivalent if they return part time), they will be required to refund the salary paid to them in excess of their statutory entitlement. They will not be required to repay the SMP element.

9.0 Pension Scheme

9.1 Employees who are members of the Teachers' Pension Scheme or the Local Government Pension Scheme, will continue to pay pension contributions based on the actual pay received. Unpaid leave does not count towards pensionable service. On return to work, employees can request to pay contributions for the unpaid period, this is based on their pay immediately prior to the period of unpaid leave. Requests are to be made in writing to the Finance Office

10.0 Entitlement in the event of a stillbirth or miscarriage

- 10.1 If an employee has a miscarriage before the end of the 24th week of their pregnancy or their baby is stillborn before that date, they are not entitled to maternity benefits. However they will be entitled to statutory sick pay and payments in accordance with the Managing Sickness Absence Policy. The employee will need to provide a doctors certificate to cover any sickness absence.
- 10.2 If an employee has a stillbirth after the end of the 24th week of their pregnancy, they are entitled to receive the full maternity benefits that they would have been entitled to receive had the baby not been stillborn.
- 10.3 The Line Manager and/or the Headteacher should remind the employee that they can contact the relevant support services for confidential support and counselling at any time should they need it in the circumstances.

11.0 Annual Leave

- 11.1 An employee will continue to accrue contractual annual leave throughout their period of Ordinary and Additional Maternity Leave.
- 11.2 During any period of paid maternity leave (weeks 1–39) employees will accrue a bank holiday allowance in addition to their normal contractual annual leave entitlement. Following this period (weeks 40-52) bank holiday allowance is included within the statutory leave entitlement.
- 11.3 Annual leave cannot be taken during maternity leave but can be taken either before maternity leave commences or once it has finished (subject to the agreement of the Line Manager and, if appropriate, the Headteacher).
- 11.4 Any outstanding occupational annual leave may be paid at the end of the leave year if requested by the employee. Statutory holiday cannot be paid in lieu.

12.0 Temporary Contracts

- 12.1 Maternity benefits are available to all female employees including hourly paid or sessional employees and workers on fixed term contracts irrespective of the length of contract providing they have the relevant service.
- 12.2 If an employee on a Fixed Term Contract qualifies for SMP but their contract expires before they are due to return to work, the School will continue to pay the full SMP entitlements to the end of the 39 week period. Service with the School, and entitlements to accrue annual leave, will cease on the termination date of the contract.

13.0 Keeping in Touch (KIT) Days

- 13.1 This provision is designed to aid the employee's return to work and to make it easier for them to keep in touch with their Line Manager and work colleagues during their maternity leave.
- 13.2 **Time Off for KIT Days**
 - 13.2.1 Employees can work for up to a maximum of 10 days during their Maternity Leave without bringing the leave to an end. Employees are not permitted to have KIT days during the first two weeks after childbirth. However, other than this period KIT days can be worked by mutual agreement between the employee and Line Manager during either OML or AML. KIT days do not have to be taken consecutively but any amount of work done during the day will count towards one KIT day.

- 13.2.2 Managers may make reasonable contact with female employees regardless of whether KIT days are used.

13.3 Payment for KIT Days

- 13.3.1 KIT days taking place during Ordinary Maternity Leave are paid at the current rate of maternity pay. Those KIT days taking place outside this period will be unpaid, unless SMP is still being received.

14.0 MATERNITY LEAVE PROCEDURE

- 14.1 To apply for Maternity Leave, an employee must notify their Line Manager at least 8 weeks or as soon as is reasonably practical, prior to the date they intend to start Maternity Leave. Failure to do so may result in loss of certain maternity rights.

- 14.2 Unless otherwise stated it will be assumed that female employees are taking the full Maternity Leave entitlement.

15.0 Application for Maternity Leave

- 15.1 Applications for Maternity Leave can be made on the Application for Maternity Leave form (**See Appendix A1**)
- 15.2 Applications should be passed by the Line Manager to the Finance Manager ~~who will~~ and a reply from the headteacher to the employee in writing confirming the date Maternity Leave is to commence and giving details of the employee's maternity entitlements.
- 15.3 Prior to commencing Maternity Leave, the employee will need to give the original copy of the MATB1 form to the Finance Manager. Payment of Statutory Maternity Pay cannot be made until the MATB1 has been received.

16.0 Commencement of Maternity Leave

- 16.1 Employees have the right to commence Maternity Leave on any date between the 11th week prior to the EWC and the EWC.
- 16.2 **Commencement of Maternity Leave for other reasons** -If an employee is absent from work after the 4th week prior to the EWC and this absence is attributed, wholly or partly, to the pregnancy, then the Maternity Leave will start from the first day after the fourth week before the EWC or the start of the absence whichever is the later.
- 16.3 Any sickness prior to the 4th week before the EWC (or prior to the date of commencement of Maternity Leave whichever is earlier) will be treated as sick leave under the contractual terms.
- 16.4 **Early birth** - If the child is born before the date on which Maternity Leave is due to start, the Maternity Leave will commence the day after the date on which the child is born.

17.0 The Right to Return to Work

- 17.1 Following OML, the employee has the right to return to work in the same role on the same terms and conditions. On return from AML the employee is entitled to return to the same role unless this is not reasonably practical, in which case, a suitable alternative position will be sought. They will also have the right to request flexible working.
- 17.2 There is no automatic right to return to work on fewer hours. All requests for flexible or part time working will be fully considered on an individual basis and decisions will be made taking into account

the business needs of the School and the ability to accommodate a flexible/part time working request within the team. (See also the Flexible Working Policy and Procedure).

18.0 Return to Work Date

Employees will be expected to return to work 52 weeks from the date of commencement of their Maternity Leave. If an employee wishes to return to work earlier than the expected end date of their AML or earlier than a previously stated return date, they must inform their Line Manager and the Headteacher, in writing, at least 8 weeks prior to their return to work. If they fail to provide 8 weeks or more notice, their return may be postponed for a period of 8 weeks from when notice was received. Alternatively, if the employee decides not to return to work, they must give written notice to their Line Manager, who will forward the resignation to the Finance Manager for processing.

PART B – PATERNITY LEAVE

PATERNITY LEAVE POLICY

1.0 Introduction

- 1.1 This policy has been developed to provide employees with guidance on their entitlements and the procedure to follow if requesting paternity leave. Paternity Leave may be requested employees of any gender who meet eligibility criteria. No employee will be treated less favourably, suffer detriment or be dismissed because he or she requests or takes paternity leave. However, the misuse of paternity leave, such as the use of leave for reasons other than to care for the child or support the mother, or failure to follow the correct procedure may result in disciplinary action.

2.0 Eligibility

- 2.1 To be eligible to request paternity leave and pay, an employee must be either the biological father of the child, married to or be the partner/same sex partner of the child's mother, or of the person adopting a child under the age of 18.
- 2.2 Employees must also have:
- a minimum of 26 weeks continuous service by the end of the 15th week before the Expected Week of Childbirth (EWC) **or**
 - a minimum of 26 weeks continuous service as at the end of the 'relevant week' which is, in the case of an adopted child, the end of the week in which the child's adopter receives formal notification from the Adoption Agency that he or she has been matched with a child.
 - Have weekly earnings above the Lower Earnings Limit (LEL) for NI contributions

3.0 Principles

- 3.1 All eligible employees will have the right:
- To take paternity leave and resume normal working afterwards.
 - To receive statutory paternity pay.
 - Not to be subjected to a detriment or dismissed for a reason related to the fact that he or she has requested or taken a period of paternity leave.

4.0 Paternity Leave Entitlement

- 4.1 Statutory Paternity Leave (SPL) is for a maximum of a two week period during which the employee will be treated as being temporarily absent from work and the terms of the Contract of Employment are assumed to continue.

- 4.2 SPL must be taken in one go as either a single week or two weeks consecutively. A week is the same amount of days that are normally worked in a week, e.g.; if the employee works on Mondays and Tuesdays, a week is two days. It may not be taken as separate days.
- 4.3 In addition, eligible employees may also take two days Occupational Paternity Leave (OPL). These days may be taken separately.
- 4.4 All Paternity Leave must be taken within 56 days of the birth or placement of the child.
- 4.5 An employee can still get Paternity Leave or pay if the baby was stillborn from 24 weeks or born alive at any point during the pregnancy. The Line Manager should remind the employee that they can contact the relevant support services for confidential support and counselling at any time should they need it in the circumstances.

5.0 Paternity Pay Entitlement

- 5.1 Statutory Paternity Pay (SPP) is paid at the statutory rate or 90% of the employees average weekly earnings if this is less than the SPP rate.
- 5.2 Occupational Paternity Pay (OPP) is paid at an employee's normal contracted rate of pay.

6.0 PATERNITY LEAVE PROCEDURE

6.1 Application for Paternity Leave

- 6.2 Employees who wish to apply for Paternity Leave, must complete the Application for Paternity Leave form. **(See Appendix B)**. Requests for Paternity Leave must be made at least 15 weeks prior to the beginning of the week when the baby is due or within 7 days of being told by the Adoption Agency that they have been matched with a child.

7.0 Commencement of Paternity Leave

- 7.1 The School will not defer leave if the request to take Paternity Leave is immediately after the birth of the baby or immediately after the adoption of a child.
- 7.2 The School will endeavour to honour all requests for Paternity Leave however, requests may be subject to deferment where the absence will unduly disrupt the work of the School. Any postponement will be discussed with the employee and a new date agreed that is within six months of the original request and no later than 56 days after the birth or placement of the child. The employee will receive confirmation in writing stating the reason for the postponement and the new dates of the Paternity Leave.
- 7.3 Paternity Leave cannot commence prior to the birth of the baby.

8.0 The Right to Return to Work

- 8.1 Employees have the right to return to work in the same role on the same terms and conditions. They will also have the right to request flexible working (See also the Flexible Working Policy and Procedure).
NB: Paternity Leave is normally granted per birth or placement and not per child in the case of multiple births. However this may be reviewed at the discretion of the Headteacher

PART C – ADOPTION LEAVE

ADOPTION LEAVE POLICY

1.0 Introduction

- 1.1 This Adoption Leave Policy has been developed to provide employees with guidance on their entitlements and the procedure to follow for adoption leave. Adoption Leave is the right to take paid leave when a child up to 18 years of age is newly placed with a member of staff for adoption. No member of staff will be treated less favourably, suffer detriment, or be dismissed because he/she requests Adoption Leave. However, the misuse of Adoption Leave such as the use of leave for reasons other than to care for the child or support the mother, or failure to follow the correct procedure, may result in disciplinary action being taken.

2.0 Eligibility

- 2.1 To be eligible to request Adoption Leave an employee must be newly matched with a child for adoption by an approved Adoption Agency, and have continuously worked for the School for 26 weeks prior to the week in which they are notified that they are matched with a child for adoption.
- 2.2 Adoption from a partner/spouse is not eligible.

3.0 Principles

- 3.1 All employees who are legally adopting a child (excluding adoption from a partner/spouse) will have:
- The right to **52 weeks** leave from work – 26 weeks Ordinary Adoption Leave (OAL) and 26 week Additional Adoption Leave (AAL).
 - The right to return to the job in which they were previously employed, with terms and conditions no less favourable than those which would have been applicable had he/she not been absent.
 - The right for all terms and conditions (excluding pay) to be continuous during the period of adoption leave (ordinary and additional).

4.0 ADOPTION LEAVE ENTITLEMENT

- 4.1 Adoption Leave can be taken by either parent but not by both. All employees have a statutory right to OAL and AAL.
- 4.2 A maximum of 52 weeks Adoption Leave can start up to 14 days prior to the date in which the child is expected to be placed with the employee.
- 4.3 Employees can change the date they commence Adoption Leave by providing their Line Manager and the Headteacher with notification in writing at least 8 weeks prior to the new date.
- 4.4 Employees are required to notify the School in writing, at least 8 weeks in advance of the date on which they wish to commence Adoption Leave.
- 4.5 **Adoption Support Leave (ASL)**
Employees may request up to **five** days **paid** leave whilst they are proceeding through the adoption process. ASL is provided for such events as Home Visits, Home Study Assessments and Adoption Worker visits. Evidence of these appointments will be required. Members of staff are advised to provide as much notice as possible of their intention to request ASL to allow for appropriate cover to be organised.

4.6 Applications for ASL can be made on the Request for Adoption Leave application form.

5.0 ADOPTION PAY

5.1 **Statutory Adoption Pay (SAP)** SAP is paid for 39 weeks and consists of 6 weeks paid SAP at 90 % of average earnings and then at the flat rate SAP (or 90% of average earnings if that is lower) for the remaining 33 weeks. If an employee does not qualify for SAP, they may be able to seek financial support from their Local Authority.

5.2 **Additional Adoption Pay (AAP)** All employees who have completed not less than one year's continuous service at the week an approved match with child is made, and who confirm in writing that they intend to return to employment after their leave, are eligible for paid Adoption Leave.

5.2 Following receipt of a signed declaration that an employee intends to return to work, they will be entitled to the following Additional Adoption pay:-

- The first four weeks of Adoption Leave will be paid at full pay (SAP will be included in this payment).
- The next two weeks (weeks 5 & 6) Adoption Leave will be paid at 90% average contractual weekly salary plus SAP (as long as this does not exceed full pay)
- The following 12 weeks (weeks 7 to 18) of Adoption Leave will be paid at half average contractual weekly earnings plus SAP (as long as this does not exceed full pay).
- For the final 21 weeks (weeks 19 to 39) pay will be at the lower rate SAP, currently or 90% of average weekly earnings if this is less.

5.4 **Repayment of Additional Adoption Pay** In the event that the employee does not return to work at the School for a period of at least 13 weeks, (or equivalent if they return part time) they will be required to refund the salary paid to them in excess of their statutory entitlement. They will not be required to repay the SAP element.

5.5 **Pension Scheme** If an employee is a member of the Teachers' Pension Scheme or the Local Government Pension Scheme, their pension contributions will continue to be taken based on the actual pay they receive. Unpaid leave does not count towards pensionable service. On their return to work they will however be given the option to pay contributions for the unpaid period, based on their pay immediately prior to the period of unpaid leave.

6.0 ANNUAL LEAVE

6.1 Employees will continue to accrue contractual annual leave throughout their period of Ordinary and Additional Adoption Leave.

6.2 During any period of paid Adoption Leave (weeks 1-39), employees will accrue a bank holiday allowance in addition to their normal contractual annual leave entitlement. Following this period (weeks 40-52) bank holiday allowance is included within the statutory leave entitlement.

6.3 All leave should be used during the leave year in which the leave has been awarded, however a maximum of five days can be carried over into a new leave year (pro-rata for part-time staff) by agreement with the Line Manager.

6.4 Annual leave cannot be taken during Adoption Leave but can be taken either before Adoption Leave commences or once it has finished (subject to the agreement of the Line Manager).

7.0 TEMPORARY CONTRACTS

- 7.1 Adoption benefits are available to all employees including hourly paid sessional staff and workers on temporary contracts, irrespective of the length of contract, providing they meet the criteria.
- 7.2 If an employee on a Fixed Term Contract qualifies for SAP but their contract expires before they return to work, the School will continue to pay the full Adoption Leave entitlements to the end of the 39 week period.
- 7.3 Service with the School, and entitlements to accrue annual leave, will cease on the termination date of the contract.

8.0 KEEPING IN TOUCH (KIT) DAYS

- 8.1 An employee can work for up to a maximum of 10 days during their Adoption Leave without bringing the leave to an end. KIT days can be worked by mutual agreement between the employee and their Line Manager during either OAL or AAL. KIT days do not have to be taken consecutively but any amount of work done during the day will count towards one KIT day.
- 8.2 Managers may make reasonable contact with their employees regardless of whether KIT days are used.

9.0 PAYMENT FOR KIT DAYS

- 9.1 KIT days taking place during Ordinary Adoption Leave are paid at the current rate of adoption pay. Those KIT days taking place outside this period will be unpaid unless SAP is still being received.

ADOPTION LEAVE PROCEDURE

10.0 Application for Adoption Leave

- 10.1 To apply for adoption leave, the employee must notify his/her Line Manager and the Headteacher in writing within 7 days of having notification from the Adoption Agency that they and/or their partner have been matched with a child for adoption. They may also be requested by their Line Manager to provide evidence in the form of a certificate provided by the Adoption Agency.
- 10.2 Employees who are adopting from overseas must inform the School of their intention to take adoption leave in writing within 28 days of receiving an official notification from the relevant Authority. They must also confirm the date on which the child is expected to enter the UK.
- 10.3 Employees will be asked to complete an Adoption Leave Request form (**see Appendix 3**) which confirms the date that they wish adoption leave to begin, the expected week of placement and the notice period if they wish to return to work earlier than the end of their adoption leave period. Confirmation from the relevant caseworker is required as soon as this is available, confirming the proposed placement date.
- 10.4 Employees will receive confirmation of their adoption leave and entitlements from the Headteacher within 28 days from the date of the application.

11.0 The Right to Return to Work

- 11.1 Employees have an automatic right to return to work at the end of the 52-week AAL period and there is no official requirement to give 'notice' that they will be returning. An employee will be expected to return to work on the next normal working day after the end of their adoption leave concludes. Should an employee wish to change the date of their return, they will be required to give 28 days' notice in writing to their Line Manager and to the Deputy Headteacher

PART D – SHARED PARENTAL LEAVE POLICY & PROCEDURE

SHARED PARENTAL LEAVE POLICY

1.0 Introduction

- 1.1 Shared Parental Leave (SPL) is a new legal entitlement for eligible parents of babies due, or children placed for adoption, on or after 5th April 2015. Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how best to care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave (SPL). There may also be an entitlement to some Shared Parental Pay (ShPP). This could mean that the mother or adopter shares some of the leave with their partner, perhaps returning to work for part of the time and then resuming leave at a later date.

2.0 Eligibility

- 2.1 Shared Parental Leave can only be used by two people:

The mother / adopter **and** one of the following:

- the father of the child (in the case of birth) or
- the spouse, civil partner or partner of the child's mother/adopter

- 2.2 Both parents must share the main responsibility for the care of the child at the time of birth/placement for adoption.

- 2.0 Additionally an employee seeking to take SPL **must** satisfy each of the following criteria:

- They or their partner must be eligible for maternity pay or leave, adoption pay or leave or Maternity Allowance
- They must still be working for the School whilst they take each period of SPL
- They must have a minimum of 26 weeks' service at the end of the 15th week before the Child's expected due date/matching date.
- Their partner must meet the 'Employment and Earnings test' requiring that, in the 66 weeks leading up to the child's expected due date/matching date, they have worked for at least 26 weeks and earned at least £390 in total in any 13 of those weeks.

- 2.4 Employees must correctly notify the School of their entitlement and provide evidence as required.

3.0 Entitlements

- 3.1 Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/ adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt- in to the SPL system and take any remaining weeks as SPL.

- 3.2 Shared Parental Leave can be taken as follows:

- The mother can take Shared Parental Leave after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The adopter can take SPL after taking at least two weeks of adoption leave

- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father / partner cannot take paternity leave or pay once they have taken any shared parental leave and shared parental pay).

3.3 Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then their partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

3.4 SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

4.0 Statutory Shared Parental Pay (ShPP)

4.1 Eligible employees may be entitled to take up to 37 weeks ShPP while taking Shared Parental Leave. The amount of weeks available will depend on the amount which the mother/adopter reduces their maternity/adoption pay period or Maternity Allowance period.

4.2 ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

4.3 In addition to the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- They must be/have been entitled to Statutory Maternity pay or Adoption pay
- They have had average weekly earnings above the Lower Earnings Limit (LEL) for the period of eight weeks leading up to and including the 15th week before the Child's due date/Matching date;

4.4 The notice to request payment of ShPP must include a signed declaration stating:

- The start and end dates of any maternity/adoption pay or maternity allowance;
- The total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- A declaration from the employee confirming that the information that they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the School should they cease to be eligible.

4.2 The notice must also be accompanied by a signed declaration from the employee's partner confirming:

- Their agreement to the employee claiming ShPP and for the School to process any ShPP payments to them;
- (in the case where the partner is the mother/adopter) that they have reduced their maternity/adoption pay or maternity allowance;
- (in the case where the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

5.0 Keeping in Touch (Split Days)

5.1 Before SPL begins, the School will discuss the arrangements for keeping in touch during their leave. The School reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL.

5.2 An employee can agree to work for the School(or attend training) for up to 20 days during their Shared Parental Leave without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as SPLIT days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes. The School has no right to require the employee to

carry out the work, and is under no obligation to offer the employee any work, during the employee's SPL. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week the employee is receiving ShPP, this will be 'topped up' to ensure the individual receives full pay for the day in question.

6.0 Terms and Conditions during Shared Parental Leave

During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. Contractual annual leave entitlement will continue to accrue during SPL.

7.0 Fraudulent Claims

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

SHARED PARENTAL LEAVE PROCEDURE

8.0 Discussions regarding SPL

- 8.1 An employee considering taking SPL is encouraged to speak with their Line Manager and contact their Headteacher to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the School to support the individual.
- 8.2 Upon receiving an application to take SPL, the Line Manager may seek to arrange an informal discussion with the employee to talk about their intentions and how they currently expect to use their entitlement. The purpose of the meeting is to discuss the leave proposed and what will happen when the employee is away from work. Where it is a request for discontinuous leave the discussion may focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the School, and what the outcome may be if no agreement is reached.

9.0 Application for SPL

- 9.1 An employee who is entitled to and intending to take SPL must give the Finance Manager notification of their entitlement and intention to take Shared Parental Leave **at least** eight weeks before they can take any period of SPL (**See Appendix D**)
- 9.2 Part of the eligibility criteria requires the employee to provide the School with correct notification. Notification must be in writing and requires each of the following:
 - The name of the employee;
 - The name of the other parent;
 - The start and end dates of any Maternity/Adoption Leave or Pay, or Maternity Allowance, taken in respect of the child and the total amount of SPL available;
 - The date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
 - The amount of SPL the employee and their partner each intend to take;
 - A non-binding indication of when the employee expects to take the leave.
- 9.3 The member of staff must provide the School with a signed declaration stating:
 - That they meet, or will meet, the eligibility conditions and are entitled to take SPL;
 - That the information they have given is accurate;

- If they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- That should they cease to be eligible they will immediately inform the School.

9.4 They must also provide the School with a signed declaration from their partner confirming:

- Their name, address and national insurance number;
- That they are the mother/adopter of the child **or** they are the father of the child or are the spouse, civil partner or partner of the mother / adopter;
- That they satisfy the 'employment and earnings test' and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- That they consent to the amount of SPL that the employee intends to take;
- That they consent to the School processing the information contained within the declaration; and
- That they will immediately inform their partner should they cease to satisfy the eligibility conditions.

9.5 Completion of all relevant parts of the Application for Shared Parental Leave will ensure these criteria are met.

10.0 Further Evidence

10.1 The School may, within 14 days of the SPL entitlement notification being given, request:

- The name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead)
- In the case of biological parents, a copy of the child's birth certificate
- In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

10.2 In order to be entitled to SPL, the employee must produce this information within 14 days of the request.

11.0 Leave Notifications

11.1 An eligible employee may book up to three separate blocks of SPL rather than taking it all in one go.

11.2 SPL can only be taken in complete weeks but may begin on any day of the week. For example if SPL began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.

11.3 The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start their leave.

11.4 A notification can be for a period of **continuous leave**. An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them and the School has been given at least eight weeks' notice.

11.5 A notification may also contain a request for two or more periods of **discontinuous leave**, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).

- 11.6 Once the Finance Manager receives an SPL request, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.
- 11.7 All notices for continuous leave will be confirmed in writing.
- 11.8 All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and against any adverse impact to the School. Each request for discontinuous leave will be considered on a case-by-case basis. The employee will be informed in writing of the decision as soon as is reasonable practicable, but no later than 14 days after the leave notification was made. The request may be granted in full or in part, the School may propose a modified version of the request.
- 11.9 If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date of the original notification to choose when they want the leave period to begin. The leave cannot start earlier than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested on the original notification.
- 12.0 Variations to Arranged SPL**
- 12.1 The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the School in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.
- 13.0 The Right to Return to Work**
- 13.1 Employees have the right to return to work in the same role on the same terms and conditions. They will also have the right to request flexible working. There is no automatic right to return to work on fewer hours. All requests for flexible or part time working will be fully considered on an individual basis. (See also the Flexible Working Policy and Procedure).

PART E – ADDITIONAL RELATED CIRCUMSTANCES

1.0 Introduction

- 1.1 The School wishes to be supportive of employees in circumstances related to family but which extend beyond those covered by the Family Friendly Policy. Full details can be found in the School's **Special Leave Guidance**.

2.0 Time off for IVF Treatment

- 2.1 In the case of an employee requiring time off to undertake IVF treatment (including tests), it should be noted that there is no statutory entitlement to time off for this. However, the School would wish to be as supportive as it can be in the circumstances and so Managers should agree to appropriate time off which can be taken as a mix of annual leave, time off in lieu (TOIL) and unpaid leave. Managers should seek advice from the Headteacher to ensure a consistent approach is adopted across the School. Each case will be dealt with on an individual and confidential basis.

3.0 Time off for Foster Carers

- 3.1 The School recognises the value to the community of foster care and the commitment of employees who undertake foster care and would wish to be as supportive as it can be in these circumstances.

Managers may agree appropriate time off to attend training and meetings relevant to the role of foster carer. This time off can be taken as a mix of annual leave, TOIL and unpaid leave.

- 3.2 To support staff to make arrangements to receive a foster child and to settle them into the family home a maximum of two days paid leave will be allowed following a formal fostering arrangement with the Local Authority or approved fostering agency. This will be subject to a maximum of four days paid leave per year. Should further leave be required this will be unpaid and subject to agreement by the Line Manager. Flexible working requests will also be considered.
- 3.3 Foster Carers will not be entitled to Parental Leave but, in instances where there is an emergency relating to the foster child, the employee will be entitled to make use of the School's 'Time off for Dependants'. This provides **one** day of **paid** leave to attend to the emergency and make ongoing arrangements where necessary.
- 4.0 **Time off for Dependents** -Please refer to Special Leave Guidance.
- 5.0 **Parental Leave** -Please refer to Special Leave Guidance.

APPENDIX 1

Application for Maternity Leave and Pay

Maternity Leave

Eligible employees can take up to 52 weeks' maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'. The earliest leave can be taken is 11 weeks before the expected week of childbirth.

Maternity Pay

To be eligible for Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP) you must:

- have completed 26 weeks continuous service at the 15th week before the expected week of childbirth (EWC)
- be earning an amount equivalent to at least the lower earnings limit for NI contributions
- still be pregnant at the 11th week before the EWC and
- must have stopped work wholly or partly because of pregnancy or childbirth If eligible for SMP you will be entitled to the following;

SMP

If eligible for SMP you will be entitled to the following:-

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- the standard rate SMP amount or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

OMP

- 100% of pay with Statutory Maternity Pay offset for the first 4 weeks.
- Half average weekly contractual earnings plus SMP (as long as this does not exceed 90% of pay) for weeks 7 – 18 inclusive.

Applicant Details

First Name(s):	
Surname:	
Job Title:	
Contract Expiry Date (where applicable):	
Department:	
Date baby due:	
Start Date of Maternity Leave:	
Please note that all new mothers MUST take a minimum of two weeks' compulsory Maternity Leave.	
Planned return to work date (leave blank if taking full 52 week maternity leave):	

If you decide to change your maternity leave start date please provide at least 28 days' notice.

You may have decided not to return to work following your maternity leave and would like to give formal notice.

Please tick the relevant statement that applies to you.

It is my intention to return to work following maternity leave

YES/NO

I do not wish to return to work following maternity leave

YES/NO

If you are eligible for OMP you have the option to receive payment during the maternity pay period or defer until your return to work and receive the entire payment in one lump sum.

N.B. *if you do not return to work for more than 13 weeks following your maternity leave you will be required to repay all OMP paid to you.*

Please tick the statement that applies to you – *if you have decided not to return to work following maternity leave, please leave blank.*

I wish to receive payment for Occupational Maternity Pay **YES/NO**

I wish to defer payment of Occupational Maternity Pay until I return to work **YES/NO**

Signed:

Date:

Please ensure that your Line Manager and the Finance Manager have a copy of this form no later than the 15th week before your baby is due.

APPENDIX 2

Application for Paternity Leave & Pay

Eligible employees have a statutory entitlement to up to two weeks as Ordinary Paternity Leave (OPL). You can take this leave as one or two whole weeks but not two separate weeks. Paternity Leave cannot start before the birth of the baby and must be taken within 56 days of the birth.

Eligible employees may also take an additional two days as Occupational Paternity Leave

A member of staff may also be eligible for Additional Paternity Leave (APL) of up to 26 weeks.

Paternity Pay

To be eligible for Statutory Paternity Pay (SPP) and Occupational Paternity Pay (OPP) you must:

- have completed 26 weeks continuous service at the end of the 15th week before the expected week of childbirth (EWC)
- be earning an amount equivalent to at least the lower earnings limit for NI contributions

SPP

If eligible for SPP you will be entitled to the following;

- the standard rate SPP amount or 90% of your average weekly earnings (whichever is lower) for a maximum of two weeks

OPP

- Your normal contracted rate of pay for a maximum of two days

Applicant Details

First Name(s):	
Surname:	
Job Title:	
Contract Expiry Date (where applicable):	
Department:	
Date baby due:	
Start Date of Paternity Leave:	
Duration of Paternity Leave (one or two consecutive weeks):	
Dates of Occupational Paternity Leave (if being taken):	

Signed:.....Date:.....

Please ensure that your Line Manager and the HR Department have a copy of this form no later than the 15th week before your baby is due.

APPENDIX 3

Application for Adoption Leave and Pay

Eligible employees can take up to 52 weeks' adoption leave. The first 26 weeks is known as 'Ordinary Adoption Leave', the last 26 weeks as 'Additional Adoption Leave'.

Adoption Leave can be taken by either parent but not by both. The earliest leave can be taken is 14 days before the expected date of placement.

Adoption Pay

To be eligible for Statutory Adoption Pay (SAP) and Occupational Adoption Pay (OAP) you must:

- be newly matched with a child for adoption by an approved Adoption Agency
- have completed 26 weeks continuous service prior to the week in which they are notified they are matched
- be earning an amount equivalent to at least the lower earnings limit for NI contributions

SMP

If eligible for SMP you will be entitled to the following;

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- the standard rate SMP amount or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

OMP

- 100% of pay with Statutory Adoption Pay offset for the first 4 weeks.
- Half average weekly contractual earnings plus SMP (as long as this does not exceed 90% of pay) for weeks 7 – 18 inclusive

Applicant Details

First Name(s):	
Surname:	
Job Title:	
Contract Expiry Date (where applicable):	
Department:	
Expected date of placement:	
Start Date of Adoption Leave:	
Planned return to work date (leave blank if taking full 52 week Adoption Leave):	

If you decide to change your adoption leave start date please provide at least 28 days' notice.

You may have decided not to return to work following your adoption leave and would like to give formal notice.

Please tick the relevant statement that applies to you.

It is my intention to return to work following adoption leave

YES/NO

I do not wish to return to work following adoption leave

YES/NO

If you are eligible for OAP you have the option to receive payment during the adoption pay period or defer until your return to work and receive the entire payment in one lump sum.

N.B. *if you do not return to work for more than 13 weeks following your adoption leave you will be required to repay all OAP paid to you.*

Please tick the statement that applies to you – *if you have decided not to return to work following adoption leave, please leave blank.*

I wish to receive payment for Occupational Adoption Pay **YES/NO**

I wish to defer payment of Occupational Adoption Pay until I return to work **YES/NO**

Signed:.....Date:.....

Please ensure that your Line Manager and Headteacher have a copy of this form no later than the 15th week before your placement week.

APPENDIX 4

Application for Shared Parental Leave

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

- To learn more about SPL and ShPP go to www.acas.org.uk/spl
- Parents should use the calculator at www.gov.uk/pay-leave-for-parents to find some of the information needed to complete these forms
- Parents and employers should keep a copy of any completed forms
- If the mother is in receipt of Maternity Allowance (MA), she will need to notify Jobcenter Plus to curtail this entitlement
- The earnings requirements mentioned are correct as of March 2015

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

Key abbreviations used in these forms:

SPL -Shared Parental Leave

ShPP -Statutory Shared Parental Pay

SMP -Statutory Maternity Pay

MA- Maternity Allowance

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

SECTION A: General (must be completed)
Please accept this as my notice to curtail my maternity leave and/or SMP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my maternity leave will end on the date given in Section B and that my SMP will end on the date given in Section C. I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner to opt into SPL and ShPP I can only reinstate my SMP if I revoke this notice before the end date given in Section C.
Mother's surname
Mother's first name(s)
Child's expected date of birth
Actual date of child's birth (if born)
SECTION B: Curtailing maternity leave (must be completed)
Date statutory maternity leave started/is intended to start
Date statutory maternity leave will come to an end
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends
SECTION C: Curtailing maternity pay (only complete if claiming ShPP)
Date SMP started/is intended to start

Date SMP will come to an end
Total number of weeks of SMP that will have been paid at the date that SMP ends
SECTION D: Signature (must be completed)
Signature of mother
Date signed

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

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

SECTION F: Mother's declaration (must be completed)

The following points apply in all circumstances where a mother is entitled to maternity leave:

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

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

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

Signature of mother

Date mother signed

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

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

Signature of partner

Date partner signed

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

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

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

SECTION A: General (must be completed)
Please accept this as notification that I (the mother's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).
Partner's Surname
Partner's First name(s)
Mother's surname
Mother's first name(s)
Mother's Address
Mother's National Insurance number (State 'none' if no number is held)
Child's expected date of birth
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)
SECTION B: Maternity entitlement details (all answers that apply must be completed)
Date mother started (or intends to start) maternity leave (if applicable)
Date mother's maternity leave ended (or will end) (if applicable)
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends
Date mother started (or intends to start) SMP or MA (if applicable)
Date mother's SMP or MA ended (or will end) (if applicable)
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)
SECTION C: Amount of SPL available (must be completed)
The total number of weeks of SPL created depends on the mothers leave and pay entitlements:
<ul style="list-style-type: none"> If the mother was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken If the mother was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken If the mother was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid If the mother previously revoked her curtailment notice any SPL that was taken by the partner must be deducted

Total number of weeks of SPL created (50 max)
Total number of weeks of SPL I (the partner) intend to take

<ul style="list-style-type: none"> The information provided in this declaration is correct 	
Signature of partner	
Date partner signed	
SECTION G: Mother's declaration (must be completed)	
<p>The following points apply in all circumstances:</p> <ul style="list-style-type: none"> I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above) I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA. I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of birth I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement I consent to my partner's intended SPL as set out in Section D above I consent to my partner's employer processing the information I have provided The information provided in this declaration is accurate and meets the notification requirements for SPL The following points only apply if Section E has been completed: <ul style="list-style-type: none"> I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP I consent to my partner's intended ShPP as set out in Section E above I will immediately inform my partner if I revoke the reduction of my SMP or MA I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided The information provided in this declaration is correct 	
Signature of mother	
Date mother signed	