

NHS Cheshire CCG Shared Parental Leave Policy

**NHS Cheshire CCG Shared Parental Leave
Policy Effective from 03 July 2020**

Applies to all employees of NHS Cheshire CCG.

This document should be read in conjunction with:

- Family Leave Policy
- Career Break Policy

Policy Revisions and Amendments – November 2019

Section	Reason for Change	Approved By

POLICY OBSOLETE

Date	Reason	Approved By

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1. Introduction

This document sets out the provisions of the CCG for shared parental leave and related entitlements. Shared Parental Leave (SPL) enables eligible parents whose babies are due, or who will adopt a child, to choose how to share the care of their child during the first year of birth or adoption, providing parents with additional flexibility.

2. Purpose

The CCG are committed to ensuring that employees who become parents can enjoy the early time with their child in whatever way they chose by ensuring that entitlements are easily accessible where an entitlement exists.

These guidelines set out the statutory rights and responsibilities of employees who wish to take statutory SPL and Shared Parental Pay (ShPP). These guidelines seek to clarify eligibility for shared parental leave and outline the process for application and approval of leave.

3. Scope

This policy applies in relation to all employees whether they are the mother / adopter or the partner, including same sex couples. If it is the mother / adopter who is employed by the CCG and their partner wants to take a period of shared parental leave, the partner must submit any notification of their intention to take shared parental leave to their own employer, which may have its own shared parental leave policy in place.

Similarly, if it is the partner who is employed by the CCG the mother / adopter must (where relevant) submit any notifications of their intentions to shared parental leave to their own employer.

The mother / adopter and their partner should ensure that they are each liaising with their own employer to ensure that requests for shared parental leave are handled as smoothly as possible.

These guidelines apply to all staff employed by the CCG, regardless of their protected characteristics, including sexual orientation and preference. They do not apply to employees seconded into the CCG (those employees are the responsibility of their substantive employer), or other individuals engaged to undertake activities within the CCG, for instance, contractors and agency workers.

4. Definitions

The following definitions are used throughout this policy

4.1 Mother

The mother is the woman who gives birth to a child or the adopter (see below) and can be male or female)

4.2 Adopter

An adopter is the person who has been matched with the child for adoption. In the case of two people who have been matched jointly this shall mean whichever of them elected to take adoption leave for the child

4.2 Partner

A partner is the child's biological father or the partner of the mother/adopter. This can be a spouse, civil partner; or a partner who is living in an enduring relationship with the mother and the child.

4.2 Expected Week of Childbirth (EWC)

This is the week, starting on a Sunday, during which the mother's doctor or midwife expects her to give birth.

4.2 Commencement of Adoption Leave

This is the earliest date adoption leave and statutory adoption pay can begin is no more than fourteen days before the expected date of placement with a child and the latest it can generally start is the date of placement itself.

5. Responsibilities

5.1 Responsibilities of the CCG Governing Body

The CCG is responsible for:

- a) The provision of maternity, paternity and adoption leave and pay;
- b) Establishing and reviewing shared parental leave protocols, assessing their impact on staff and their effect on wider service provision and business efficiency.

5.2 Managers

Line Managers are responsible for:

- a) Ensuring that this policy is applied fairly and consistently within their area.
- b) Ensuring that employees are made aware of this policy when applicable and understand their entitlements to maternity, paternity and adoption leave and pay.
- c) Ensuring that this policy is applied fairly and consistently within their area.
- d) Ensuring that requests are dealt with reasonably and considered sensitively and dealt with as a matter of urgency
- e) Submitting the information to the Employment Services team in a timely manner to ensure that accurate payment is made.

5.3 Staff

Employees are responsible for:

- a) Ensuring they are familiar with this policy and have a general understanding of their statutory and contractual entitlements.
- b) Informing their managers in a timely manner (in line with the timescales stated in this policy) should they wish to take maternity, paternity, parental or adoption leave.

5.4 CCG Human Resources Business Partner

Human Resources are responsible for:

- a) Overseeing the implementation of this policy, ensuring legal and procedural updates are incorporated in a timely manner.
- b) Ensuring that managers are supported in the implementation of this policy and that managers undertake regular reviews of any entitlements that apply to CCG staff.
- c) Monitoring the implementation of this policy and ensuring that associated practices are managed fairly and consistently across the organisation.
- d) Supporting managers with training and guidance on the operation and implementation of this policy

6. Procedure

The CCG will comply with both the spirit and the letter of the law in ensuring that all employees have a robust system to assist them in achieving their shared parental rights. It is recognised that the provision of SPL is key to being able to demonstrate this commitment.

The purpose of the following section is to provide managers and employees with information and guidance about entitlements to shared parental leave relating to conditions of service, and to provide the basis for a clear understanding of the nature and period of leave, paid and unpaid, that will apply in particular circumstances.

6.1 What is Shared Parental Leave (SPL)?

SPL enables eligible parents to choose how to share the care of their child during the first year following birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for their child. All eligible employees have a statutory right to take SPL. There may also be an entitlement to Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take SPL and Shared Parental Pay (ShPP) based upon the entitlements to SPL and ShPP.

The CCG recognises that from time to time, employees may have questions or concerns relating to their shared parental rights. It is the organisation's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

6.2 Eligibility

SPL can only be used by the mother / adopter and either the father of the child (in the case of birth) OR the spouse, civil partner or partner of the child's mother / adopter.

They must share the main responsibility for the care of the child at the time of the birth or placement for adoption.

Additionally, an employee seeking to take SPL must satisfy each of the following criteria:

- the mother / adopter of the child must be / have been entitled to statutory maternity / adoption leave or if not entitled to statutory maternity / adoption leave they must be / have been entitled to statutory maternity / adoption pay or maternity allowance and must have ended or given notice to reduce any maternity / adoption entitlements;
- the employee must still be working for the CCG at the start of each period of SPL;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' continuous NHS service at the end of the 15th week before the child's expected due date / matching date;
- the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date / matching date have worked for at least 26 weeks and earned an average of a weekly amount determined by the Government in any 13 of those weeks;
- The employee must correctly notify their Line Manager of their entitlement and provide evidence as required.

6.3 Entitlement

If eligible, parents may be entitled to take up to a maximum of 50 weeks Shared Parental Leave between them during the child's first year in their family. The mother is legally required to take a minimum of 2 weeks leave. The remaining 50 weeks may be shared. 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, they and / or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/ adopter may reduce their entitlement to maternity / adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date. (See appendix 3 which must be completed by the employee).

If the mother / adopter is not entitled to maternity / adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother / adopter.

SPL can commence as follows:

- The mother can take SPL 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 SPL or ShPP. Please see the Maternity, Paternity and Adoption Pay and Leave Policy for further details.

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

SPL will generally commence on the employee's chosen start date specified in their leave Notification (appendix 1), or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).

If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below). 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 will be lost.

6.4 Notification of Shared Parental Leave

An employee who is entitled to and is intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL at least eight weeks before they can take any period of SPL.

Part of the eligibility criteria requires the employee and the employee's partner to provide the CCG with the correct notification. This notification must be provided as a signed declaration utilising the Notification of Shared Parental Leave form in Appendix 1.

6.5 Requesting Further Evidence of Eligibility

The CCG 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 (or, where one has not been issued, a declaration as to the time and place of the birth).

- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

In order to be entitled to SPL, the employee must produce this information within 14 days of any request by clinical commissioning group representatives.

6.6 Fraudulent Claims

The CCG 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 Disciplinary Policy and Procedures, without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

6.7 Discussions Regarding Shared Parental Leave

An employee considering/taking SPL is encouraged to contact their line manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the organisation to support the individual.

The line manager may, upon receiving a notification of entitlement to take SPL, seek to arrange an informal discussion with the employee to talk about their intentions and how they expect to use their SPL entitlement.

Upon receiving a leave booking notice, the Line Manager will usually arrange a meeting to discuss the request. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can, without further discussion, be approved in the terms stated in the employee's notice booking leave, a meeting may not be necessary.

Where a meeting is arranged it should take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the department, and what the outcome may be if no agreement is reached.

6.8 Booking Shared Parental Leave

An employee intending to take SPL give at least 8 weeks notice. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL. The form should be completed in Appendix 2.

The employee has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.

Leave can only be taken in complete weeks but may begin on any day of the week. For example if a week of 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. The employee must book SPL by giving the correct notification at least 8 weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

6.8.1 Continuous leave notifications

- A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave for example, six weeks in a row.
- 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 (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.
- An employee may submit up to three separate notifications for continuous periods of leave.

6.8.2 Discontinuous leave notifications

- A single 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.
- Where there is concern over accommodating the notification, the organisation or the employee may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the department (see "Discussions regarding Shared Parental Leave" above).
- The line manager will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee can either withdraw it within 15 days of giving it or can take the leave in a single continuous block.

6.9 Responding to a Shared Parental Leave Notification

Once the line manager receives the leave booking notice, it should be dealt with as soon as possible, but a response will be provided no later than 14 days after the leave request was made. All notices for continuous leave should be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the organisation against any adverse impact to the organisation.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

The employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part. For example, the line manager may propose a modified version of the request.

If a discontinuous leave pattern is refused 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 the notice 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 the original notification was given to choose when they want the leave period to begin.

The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date, the leave will begin on the first leave date requested in the original notification.

6.10 Variations to Arranged Shared Parental Leave

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise their line manager in writing at least 8 weeks before the date of any variation. Any new start date cannot be sooner than 8 weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will count as a new notification reducing the employee's right to book / vary leave by one. However, a change as a result of a child being born early, or as a result of the CCG requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the line manager.

6.11 Shared Parental Pay (ShPP)

Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL.

The ShPP entitlements for staff employed by the CCG are the same as for maternity pay as follows:-

Statutory Pay

If the mother / adopter is employed for a minimum of 26 weeks continuous service at the end of the 15th week before the expected week of childbirth / placement are entitled to 37 weeks paid statutory shared parental pay as follows:-

Statutory Maternity Pay At least 26 weeks continuous NHS service as at the end of the 15 th week before the EWC or placement	First 4 weeks	90% of average weekly earnings
	Followed by 33 weeks	SMP rate (or 9/10 th of a weeks pay if this is less)
	Remaining 13 weeks	Unpaid

Occupational Pay

If the mother / adopter is employed for 12 months continuous service at the beginning of the 11th week before the expected week of childbirth / placement are entitled to 37 weeks paid statutory shared parental pay as follows:-

Occupational Maternity Pay 12 months continuous NHS service as at the beginning of the 11 th week before the EWC or placement	First 6 weeks	Full pay
	Followed by 18 weeks	Half pay plus SMP providing the total amount does not exceed full pay
	Followed by 13 weeks	SMP
	Followed by 13 weeks	Unpaid

The number of weeks available will depend on the amount by which the mother / adopter reduces their maternity / adoption pay period or maternity allowance period.

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

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

- the mother / adopter must be / have been entitled to statutory maternity / adoption pay or maternity allowance and must have reduced their maternity / adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the weeks in which ShPP is payable;
- the employee must have average weekly earnings for the period of 8 weeks leading up to and including the 15th week before the child's expected due date / matching date of not less than the lower earnings limit in force for national insurance contributions;
- the employee must remain in continuous employment until the first week of ShPP has begun;
- the employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least 8 weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- 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 signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the CCG should they cease to be eligible. It must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming ShPP and the organisation to process any ShPP payments to the employee;
- 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.

Any statutory ShPP due will be paid at a rate set by the Government for the relevant tax year.

6.12 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. In particular, any benefits in kind (such as use laptop, mobile phone) will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the organisation's contributions will be based on the salary that the employee would have received had they not been taking SPL.

6.13 Annual Leave

SPL is granted in addition to an employee's normal annual holiday entitlement. Employees are reminded that holidays should, wherever possible, be taken in the year that they are earned. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the employee's holiday year. See the Annual Leave Policy for further information.

6.14 Contact During Shared Parental Leave

Before an employee's SPL begins, the Line Manager will discuss the arrangements for them to keep in touch during their leave. The CCG reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made, or training to be given, to ease their return to work, or simply to update them on developments at work during their absence.

6.15 Shared Parental Leave in Touch Days

An employee can agree to work for the CCG (or attend training) for up to 20 days during their SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The CCG has no right to require the employee to carry out any work and is under no obligation to offer the employee any work during the employee's SPL. Any work undertaken is a matter for agreement between the organisation and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

An employee, with the agreement of their line manager, may use SPLIT days to work part of a week during SPL. The line manager and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

6.16 Returning to Work After Shared Parental Leave

The employee will have been formally advised in writing by their line manager of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the organisation otherwise. If they are unable to attend work due to sickness or injury, the organisation's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give their line manager at least 8 weeks' notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the organisation does not have to accept the notice to return early but may do if it is considered to be reasonably practicable.

On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity / paternity / adoption leave and SPL amounts to 26 weeks or less. The same job is the one they occupied immediately before commencing maternity / paternity / adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity / paternity / adoption leave and SPL amounts to more than 26 weeks in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on no less favourable terms and conditions.

If the employee also takes a period of unpaid parental leave of 4 weeks or less, this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity / paternity / adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity / paternity / adoption and SPL does not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on no less favourable terms and conditions.

6.17 Special Circumstances and Further Information

In certain situations an employee's rights and requirements regarding SPL and ShPP may change. In these circumstances, the CCG will abide by any statutory obligations and an employee should clarify any issues or queries with their HR Business Partner.

6.17 Appeal Process

Any grievances or appeals arising out of the operation of this policy may be raised in accordance with the CCG's Grievance and Disputes Policy.

7. Equality Statement

The clinical commissioning group recognises its responsibility to ensure that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly including people with disabilities, people from different ethnic backgrounds or religions, or on the grounds of their gender, age, or sexual orientation. In response to the public sector equality duty workforce monitoring reports are produced and published.

An Equality Impact Assessment has been carried out on this policy.

8. Monitoring

This policy and procedure will be reviewed periodically by Human Resources in conjunction with clinical commissioning group operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

NOTIFICATION OF SHARED PARENTAL LEAVE

Please complete and provide the Employee Notification AND the Partner Declaration

EMPLOYEE NOTIFICATION – please complete in Block Capital letters	
Employee Name (please print)	
Assignment Number	
Date of Notification (8 weeks prior to intended leave start date)	
Expected Date of Childbirth / Adoption	
Dates of Shared Parental Leave you intend to take.	Period 1
	Start date
	End date
	Period 2
	Start date
	End date
	Period 3
	Start date
	End date

EMPLOYEE DECLARATION	
<p>I confirm that:</p> <ul style="list-style-type: none"> • We meet, or will meet, the eligibility conditions and I am entitled to take Shared Parental Leave; • The information provided is accurate; • If I (or my partner) cease to be eligible, I will immediately inform my line manager 	
SIGNED:	
PRINT NAME:	
DATE:	

FATHER / PARTNER DECLARATION – please complete in Block Capital letters	
Name	

Address	
National Insurance Number	
Relationship to Employee	
Name of Employer	
Address of Employer	
Contact Number of Employer	
Dates of Shared Parental Leave you intend to take.	Period 1
	Start date
	End date
	Period 2
	Start date
	End date
	Period 3
	Start date
	End date
<p>I confirm</p> <ul style="list-style-type: none"> • I am the mother /adopter / father / spouse / civil partner / partner of the employee (please delete as appropriate) • I satisfy the 'employment and earnings test' • I will have the main responsibility for the child at the date of the child's birth or placement for adoption together with the mother / adopter • I consent to the amount of SPL that the employee intends to take; • I consent to the CCG and its payroll provider processing the information contained in this declaration form; and • I will immediately inform my partner should I cease to satisfy the eligibility conditions (in the case of the partner is the mother/adopter). 	
SIGNED:	
PRINT NAME:	
DATE:	

SHARED PARENTAL LEAVE BOOKING NOTICE AFTER BIRTH

Use this form to opt into the shared parental leave scheme following:-

- the birth of a child and the child's mother has already started her maternity leave OR
- the placement of a child and the main adopter has started adoption leave.

If you are the child's mother or main adopter you must also submit a signed curtailment notice (appendix 4) to bring your maternity / adoption leave to an end.

You must give 8 weeks notice to opt into the scheme and start a period of SPL.

If you have already submitted the Notification Form (appendix 1) you do not need to complete this form.

Employee Name	
Assignment Number	
I am the child's mother / child's father / mothers partner (please state)	
Expected week of childbirth	
Actual date of birth (if known)	

Confirmation of Maternity Leave, Statutory Maternity Pay or Maternity Allowance	
<p>If you are the mother or adopter - please give your maternity / adoption leave dates below. If you are still on maternity or adoption leave you must <u>also</u> submit a maternity / adoption leave curtailment notice (appendix 3) to bring your maternity / adoption leave to an end.</p> <p>If you are the child's father or the mother's partner - please give the mother's maternity / adoption leave dates. If she is not entitled to statutory maternity /adoption leave as she is an agency worker or self-employed, give the dates she started and ended (or will end) her statutory maternity pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her maternity leave period as appropriate.</p>	
Maternity /adoption pay start date (including maternity allowance)	
Maternity /adoption pay end date (including maternity allowance)	
Total maternity / adoption pay outstanding (in weeks) at the end date above	

The first period of shared parental leave cannot start until at least 2 weeks after the child is born and at least 8 weeks after you submit this booking notice.	
Total amount of shared parental /	

adoption leave available in whole weeks	
Number of whole weeks intended to be taken by you.	
Number of whole weeks intended to be taken by the person you will share your SPL with.	
Dates of shared parental leave you intend to take.	Period 1
	Start date
	End date
	Period 2
	Start date
	End date
	Period 3
	Start date
	End date
<p>Please tick to confirm the appropriate details</p> <p>I am the child's mother and I am entitled to statutory maternity / adoption leave.</p> <p>I have submitted a curtailment of maternity / adoption leave notice</p> <p>I will submit it before the person I am sharing ShPL with takes ShPL. This is at least 8 weeks before the first date on which I intend to take ShPL.</p> <p>I had at least 26 weeks continuous employment at the end of the 15th week before the expected week of childbirth (EWC) or placement and have remained continuously employed since then.</p> <p>My normal weekly earnings in the 8 week period ending with in the 15th week before the EWC were not less than the lower earnings limit.</p> <p>I expect to share the main responsibility for the care of the child with the person who has completed the Father / Partner declaration and will be shared parental leave with.</p> <p>I intend to care for the child during each week that I am on shared parental / adoption leave and receiving SSPP.</p> <p>I will immediately inform my manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or SSPP.</p> <p>The information I have given in this notice is accurate.</p>	

SIGNED:	
PRINT NAME:	
DATE:	

FATHER / PARTNER DECLARATION – please complete in Block Capital letters	
Name	
Address	
National Insurance Number	
Relationship to Employee	
Name of Employer	
Address of Employer	
Contact Number of Employer	
Dates of Shared Parental / Adoption Leave you intend to take.	Period 1
	Start date
	End date
	Period 2
	Start date
	End date
	Period 3
	Start date
	End date
Total SSP available in whole weeks	
Number of whole weeks' SSPP intended to be taken by the child's mother / main adopter.	
Number of whole weeks' SSPP intended to be taken by you.	
Dates of Shared Parental / Adoption	Period 1

Leave you intend to take.	Start date
	End date
	Period 2
	Start date
	End date
	Period 3
	Start date
	End date
Please tick to confirm the appropriate details	
I am the child's father	
I am the partner of the child's mother / main adopter	
I intend to care for the child during each week that I am on shared parental / adoption leave and receiving SSPP.	
I will immediately inform my manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental / adoption leave or SSPP.	
The information I have given in this notice is accurate.	
SIGNED:	
PRINT NAME:	
DATE:	

MATERNITY / ADOPTION LEAVE CURTAILMENT NOTICE

This notice is to inform the CCG that you wish your maternity / adoption leave and pay (or just your maternity/adoption pay if you are no longer in employment), to end in order that the person who shares main responsibility to care for the child can take shared parental leave. Your partner / the other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least 8 weeks' notice of your curtailment date.

If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child.

If you are in receipt of maternity allowance you must also submit a curtailment notice to the relevant government agency.

I wish my maternity / adoption leave / pay to end on _____(insert date).

Employee Name	
Assignment Number	
I am the child's mother / child's father / mother's partner (please state)	
Actual date of birth (if known)	

SIGNED:	
PRINT NAME:	
DATE:	

Governance Backpage

Version: This is version 1.0.
Date Issued: NHS Cheshire CCG: July 2020
Date Approved: NHS Cheshire CCG: 03 July 2020 Executive Committee Meeting
Approved by: NHS Cheshire CCG: CCG Chief Officer
Review Date: NHS Cheshire CCG: 1 st July 2022
Author: Midlands and Lancashire Commissioning Support Unit (MLCSU)