



LANESEND PRIMARY SCHOOL
LOVE LANE, COWES
ISLE OF WIGHT PO31 7ES
TEL & FAX: 01983 293 233
E: ADMIN@LANESENDPRI.IOW.SCH.UK
WWW.LANESENDPRIMARY.IK.ORG

Lanesend Primary School

Shared Parental Leave Provisions

For Babies Due/Adopted/Subject to a Parental Order on or After
5 April 2015

**Isle of Wight Policy
School Staff Policy**

Signed: **Date:**
(Headteacher)

Signed: **Date:**
(Chair of Governors)

Review Date: When statutory changes are made
Reviewed By: Isle of Wight Council and agreed by Full
Governing Body

1 Document Information

Title:	Shared Parental Leave – For Babies Due on or After 5 April 2015
Status:	FINAL
Current Version:	V.2
Author:	Liz Maidment, Senior HR Business Partner Human Resources liz.maidment@iow.gov.uk (01983) 821000 [6289]
Sponsor:	Claire Shand, Head of HR & Organisational Change Human Resources claire.shand@iow.gov.uk (01983) 821000 ext 6281
Consultation:	Statutory Guidelines
Approved by:	Claire Shand
Approval Date:	18 February 2015
Review Frequency:	When statutory changes are made
Next Review:	

Version History		
Version	Date	Description
1	October 2014	New policy to reflect new legislation
2	January 2015	Final version
3	February 2015	Approved

2 Contents

1	Document Information	2
2	Contents.....	3
3	Introduction	4
4	Eligibility	5
5	Shared Parental Leave.....	6
6	Notification of taking Shared Parental Leave	7
6.1	Maternity/Adoption leave curtailment notice.....	7
6.2	Notification of entitlement and intention to take SPL	8
6.3	Period of SPL notice.....	8
6.4	Continuous leave notifications	8
6.5	Discontinuous leave notifications	8
7	Requesting further evidence of eligibility	10
7.1	Fraudulent claims	10
8	Discussions regarding Shared Parental Leave	11
9	Responding to a Shared Parental Leave notification	12
10	Variations to arranged Shared Parental Leave	13
11	Statutory Shared Parental Pay (ShPP).....	14
12	Contractual Shared Parental Pay	15
13	SPL Pay Reference Table	17
14	Terms and Conditions during Shared Parental Leave	18
15	Annual Leave	19
16	Pension contributions during Shared Parental Leave	20
17	Salary sacrifice scheme during Shared Parental Leave.....	21
17.1	Childcare Scheme	21
18	Contact during Shared Parental Leave	22
19	Redundancy during Shared Parental Leave	23
20	Shared Parental Leave in Touch Days	24
21	Returning to work after Shared Parental Leave	25
22	Special Circumstances and further information	26
23	APPENDIX 1 – Maternity/Adoption Leave Curtailment Notice	27
24	APPENDIX 2 - Notification of entitlement and intention to take SPL (Mother/Adopter).....	28
25	APPENDIX 3 - Notification of entitlement and intention to take SPL (Partner)	31
26	APPENDIX 4 – Period of Shared Parental Leave Notice	34
27	APPENDIX 5 – Shared Parental Leave In Touch Day Claim Form.....	35
28	APPENDIX 6 – Shared Parental Leave In Touch Day Record.....	36

3 Introduction

Shared Parental Leave has been introduced to enable 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 to best care for, and bond with, their child.

All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay.

This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP)

Shared parental leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to up to 18 weeks' unpaid leave. The council provides a separate policy on ordinary parental leave.

The Isle of Wight Council recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is the council's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees should clarify the relevant procedures with the HR Support team (human.resources@iow.gov.uk) to ensure that they are followed.

4 SPL Eligibility

SPL can only be used by two people:

- The mother/adopter **and**
- Their partner

'Adopter' means the person who would otherwise have been eligible to take statutory adoption leave.

'Partner' means the father of the child (in relation to a birth), or the person who, at the date of the child's birth or adoption placement (including adoption in Great Britain and overseas, fostering for adoption, and surrogacy), is married to, the civil partner of, or the partner of the mother/adopter. This includes someone, of either sex, who lives with the mother/adopter and the child in an enduring family relationship but who is not the mother's/adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

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

This policy applies in relation to employees of the council, whether they are the mother/adopter or the partner. Mother/adopters or partners of Isle of Wight Council employees must submit any notifications to take shared parental leave to their own employer.

If both the mother/adopter and the partner are employed by the Isle of Wight Council, this entitlement will be shared between both employees.

Additionally, as a council employee seeking to take SPL, you 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;

- you must still be working for the council at the start of each period of SPL;

- you must have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date (the date that you are notified of being matched for adoption);

- your partner must have been employed or been a self-employed earner in at least 26 of the 66 weeks leading up to the child's expected due date/matching date and have average weekly earnings of at least the maternity allowance threshold (currently £30 per week) for any 13 of those 66 weeks;

- you must correctly notify the council of your entitlement and provide evidence as required.

5 Shared Parental Leave

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 by starting with 52 weeks and deducting the amount of the maternity/adoption leave/pay/allowance period that the mother/adopter has taken or plans to take. 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.

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.

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 partner can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave and pay entitlements (as the partner cannot take paternity leave or pay once they have taken any SPL or ShPP). Please see the council's policy on Paternity Provisions for details of this entitlement.

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

SPL will generally commence on your chosen start date specified in your 'Period of Leave Notice', or in any subsequent variation notice (see sections 'Notification of Taking SPL' and 'Variations to arranged Shared Parental Leave').

If you are eligible to receive it, ShPP may be paid for some, or all, of the SPL period (see section 'Shared Parental Pay').

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.

6 Notification of taking Shared Parental Leave

If you are entitled to and intend to take SPL, you must give your line manager notification of your entitlement and intention to take SPL at least eight weeks before you can take any period of SPL. The notices that you must give your employer to be able to take shared parental leave are:

‘Maternity/Adoption Leave Curtailment Notice’ (appendix 1) if you are the mother/adopter - see section 6.1 for further information

‘Notification of entitlement and intention to take SPL (Mother/Adopter’ (appendix 2) or ‘Notification of entitlement and intention to take SPL (Partner)’ (appendix 3) – see section 6.2 for further information

A ‘Period of SPL Notice’ (appendix 4) – see section 6.3 for further information.

The notice periods set out below are the minimum required by this policy, however, the earlier you inform your line manager of your intentions, the more likely it is that the council will be able to accommodate your wishes, particularly if you want to take periods of discontinuous leave.

You are advised that, if you have already decided the pattern of shared parental leave that you would like to take, you can provide more than one type of notice at the same time. For example, the mother/adopter could provide a maternity/adoption leave curtailment notice, notice of entitlement and intention and period of leave notice at the same time. Similarly, the partner could provide his/her notice of entitlement and intention and period of leave notice at the same time.

6.1 Maternity/Adoption leave curtailment notice

If you are the mother/adopter, before you or your partner can take SPL, you must either return to work before the end of your maternity or adoption leave (by giving the required eight weeks’ notice of your planned return) or provide a ‘maternity/adoption leave curtailment notice’. This notice must be in writing. A template can be found in appendix 1. The maternity/adoption leave end date must be:

after the compulsory maternity/adoption leave period, which is 2 weeks after birth/placement for adoption;
at least eight weeks after the date on which the mother/adopter gave the maternity/adoption curtailment notice; and
at least one week before what would be the end of the additional maternity/adoption leave period.

Your ‘maternity/adoption leave curtailment notice’ must be provided at the same time as your ‘notification and declaration of intention to take SPL’.

You can only withdraw your notice ending your maternity/adoption leave in the following circumstances:

If it is discovered that neither you nor your partner are entitled to SPL or SShP and you withdraw your maternity/adoption leave curtailment notice within eight weeks of the date on which the notice was given;

Your curtailment notice was given before the birth of the child and is withdrawn within six weeks of the child's birth;
Your partner has died.

6.2 Notification of entitlement and intention to take SPL

You must provide your line manager with a non-binding notice of intention to take SPL at least eight weeks before the start date of the first period of SPL. If you are the mother/adopter, you can do this by returning a completed 'Notification of entitlement and intention to take SPL (Mother/Adopter)' form (appendix 2) with the maternity/adoption leave curtailment notice. If you are the partner, after the mother/adopter has provided their leave curtailment notice, you must return a completed 'Notification of entitlement and intention to take SPL (Partner)' form (appendix 3).

6.3 Period of SPL notice

In addition to notifying your line manager of entitlement to SPL/ShPP, you must also give 'Notice to take the leave' (appendix 4). In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL.

You have the right to submit three notifications specifying leave periods you 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 you intend to return to work between periods of leave.

SPL 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 you return to work between periods of SPL, the next period of SPL can start on any day of the week.

You must book SPL by giving the correct notification at least eight weeks before the date on which you wish to start the leave and (if applicable) receive ShPP.

6.4 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).

You have 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 you (specified in the notice of entitlement) and the council has been given at least eight weeks' notice.

You may submit up to three separate notifications for continuous periods of leave.

6.5 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 you return to work (for example, an arrangement where you 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, your line manager or you may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement

that meets both your needs and the service area's needs (see "Discussions regarding Shared Parental Leave" below).

Your line manager will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, you can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

7 Requesting further evidence of eligibility

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

the name and business address of your partner's employer (where your 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 you 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, you must produce this information within 14 days of the council's request.

7.1 Fraudulent claims

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

8 Discussions regarding Shared Parental Leave

If you are considering/taking SPL you should discuss this with your line manager as early as possible. You can also contact the HR Support Team (hr.officers@iow.gov.uk) regarding your potential entitlement, to talk about your plans and to enable the council to support you in your request.

Your line manager should upon receiving a notification of entitlement to take SPL seek to arrange an informal discussion with you to talk about your intentions and how you currently expect to use your SPL entitlement.

Upon receiving a 'period of SPL notice' the line manager will usually arrange a meeting to discuss it. 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 your notice booking leave, a meeting may not be necessary.

At the meeting you may, if you 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 you are 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 you and the council, and what the outcome may be if no agreement is reached.

9 Responding to a Shared Parental Leave notification

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

All notices for continuous leave will be confirmed in writing as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made.

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.

Your line manager will inform you 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, your line manager may propose a modified version of the request.

If a discontinuous leave pattern is refused then you 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 you choose to take the leave in a single continuous block, you have until the 19th day from the date the original notification was given to choose when you want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If you do not choose a start date then the leave will begin on the first leave date requested in the original notification.

Once all SPL has been confirmed by your line manager the 'period of SPL notice' will need to be sent to the HR Support. They will formally respond in writing to you within 28 days, confirming the date(s) that you are expecting to take SPL.

10 Variations to arranged Shared Parental Leave

You are permitted to vary or cancel an agreed and booked period of SPL, provided that you advise your line manager and the HR Support team 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.

Any variation or cancellation notification, including notice to return to work early, will usually count as a new notification reducing your right to book or vary leave by one. However, a change as a result of a child being born early, or as a result of your line manager 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 council.

11 Statutory Shared Parental Pay (ShPP)

You may be entitled to take up to 37 weeks ShPP while taking SPL. The amount 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 your SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, when seeking to claim ShPP you 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;
- you must intend to care for the child during the week in which ShPP is payable;
- you must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
- you must remain in continuous employment until the first week of ShPP has begun;
- you must give proper notification in accordance with the rules set out below.

Where you are entitled to receive ShPP you must, at least eight weeks before receiving any ShPP, give your line manager written notice advising of your 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 you and your partner each intend to claim, and a non-binding indication of when you expect to claim ShPP;
- a signed declaration from you confirming that the information you have given is correct, that you meet, or will meet, the criteria for ShPP and that you will immediately inform the council should you cease to be eligible.

It must be accompanied by a signed declaration from the other parent confirming:

- (if you are the mother/adopter) that your partner agrees to you claiming ShPP and for the council to process any ShPP payments to you;
- (if you are the partner) that the mother/adopter has reduced their maternity/adoption pay or maternity allowance; and that they will immediately inform you should they cease to satisfy the eligibility conditions.

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

12 Contractual Shared Parental Pay

If you have at least one year's continuous Local Government service at the beginning of the 11th week before the before the expected week of childbirth/adoption placement, and you have indicated that you will return to Local Government employment (not just the Isle of Wight Council) for at least three months (13 weeks if you are working under teacher's pay and conditions) immediately following your shared parental leave, you are eligible to receive 12 weeks half pay without deduction except to the extent that the half pay plus ShPP exceeds full pay. A maximum of 12 weeks half pay without deduction will be payable per birth/adoption i.e. if two parent are eligible to receive contractual shared parental pay in relation to the same birth/adoption, a maximum of 12 weeks half pay without deduction will be shared between the parents based on who will be on leave at the relevant time. In the event of you not returning to Local Government employment at the end of your shared parental leave period you will be required to refund to the Council the monies paid in respect of the half pay.

If you take a period of maternity or adoption leave followed by one or more periods of shared parental leave you are entitled to a maximum of 12 weeks' half pay, when any periods of contractual maternity or adoption and shared parental pay are combined.

Where it is agreed that you may return to work on a part-time basis and you are a teacher, you must return to work for a period which equates to 13 weeks service based on your previous contractual hours in order to be entitled to the contractual pay element.

If you are being made redundant, or likely to be at risk of redundancy during your shared parental leave, half pay will only be paid at the end of the shared parental leave period if successful redeployment has taken place.

If no written notification is received of your intent to return to work, 12 weeks half pay will only be paid as a lump sum on your return to work.

13 SPL Pay Reference Table

	26 weeks' continuous service at the end of the 15th week before the child's expected due date/matching date	One Years Continuous Service at the 11 th Week before the expected week of childbirth and confirmation of return to LG employment
Weeks 1 - 12	ShPP	ShPP plus half pay
Weeks 12 - 37		ShPP
Weeks 38 - 50	Unpaid	Unpaid

14 Terms and Conditions during Shared Parental Leave

During the period of SPL, your contract of employment continues in force and you are entitled to receive all your contractual benefits, except for salary. In particular, any benefits in kind (such as use of a company car, laptop and mobile phone) will continue and contractual annual leave entitlement will continue to accrue.

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

15 Annual Leave

SPL is granted in addition to your normal annual holiday entitlement. You are reminded that holiday must be taken in the calendar year that it is earned and therefore if the holiday year is due to end during your SPL, you will need to take any outstanding annual leave due to you before the commencement of SPL, plus any entitlement to leave due to any bank holidays or additional statutory days that fall during your SPL. You can request to carry forward a maximum of one weeks' contracted hours annual leave entitlement from one year to the next under the Council's annual leave policy (ie 5 days leave if working a regular 5 day week at full time).

Where your SPL period exactly coincides with the leave year you will need to agree with your line manager on one of the following options:

That you take paid annual leave before starting SPL.

That you cease your SPL before your full SPL entitlement expires and take paid annual leave.

Term-time staff will be entitled to a lump sum payment in respect of accrued annual leave and bank holidays and this will be paid upon return to work.

16 Pension contributions during Shared Parental Leave

During any period of paid SPL you must continue to pay pension contributions on the actual pay, if any, that you are receiving. Benefits will continue to accrue as if you were working normally on full pay.

LGPS Members

You can choose to buy back pension membership for any period of unpaid SPL through an age-related Additional Pension Contribution (APC) contract. The contributions will be calculated at the assumed pensionable pay, which is the pay you would have received but for the absence. Please contact the pensions team for information regarding this option: pensions@iow.gov.uk.

If you were paying additional contributions to increase your membership prior to your SPL, you will continue to pay these. These payments will be calculated at the rate of pay which you would have received had you not taken maternity/adoption/shared parental leave. The additional membership continues to accrue in full.

Teachers' Pensions Members

There is no facility for you to continue to pay contributions during any period of unpaid SPL. You can, however, purchase additional pension contributions upon your return to work provided you return to pensionable employment. Please refer to the Teachers' Pensions website for further information: www.teacherspensions.co.uk

Firefighters Pension Scheme

You can choose to pay contributions for any period of unpaid SPL so that the period of absence will count in full for pension purposes. The contributions will be calculated on the rate of pay (or reduced pay) that you were receiving immediately before you commenced the period of unpaid SPL.

If you were paying additional contributions to increase your membership before going on SPL then you will continue to pay these. These payments will be calculated at the rate of pay you would have received had they not been on SPL. The additional membership continues to accrue in full.

17 Salary sacrifice scheme during Shared Parental Leave

17.1 Childcare Scheme

If you are participating in the Childcare scheme as at the date of commencement of your SPL, you may either continue in the scheme or withdraw from it, but you should in either event, contact the Staff Benefits Officer for further information by phoning 821000 ext 8845.

If you remain in the scheme then your monthly salary sacrifice deductions will continue to be taken from any contractual shared parental pay (reductions are subject to the requirement that your pay must remain above the National Minimum Wage rate after reduction of your salary sacrifice) but they cannot be taken from any statutory shared parental pay (subject to NMW requirement). During any periods of shared parental leave you are entitled to continue to receive your 'contractual non-cash benefits' and therefore the Isle of Wight Council will be responsible for paying your monthly childcare costs during periods when you are not in receipt of any contractual shared parental pay.

You should note that if you have not indicated that you intend to return to work after your shared parental leave and therefore have your 12 weeks (maximum) contractual half pay paid to you as a lump sum upon return to work, this will be reduced by the value of the childcare payments that the IW Council has been responsible for paying during the relevant 12 week shared parental leave period.

If you are participating in the Childcare scheme as at the date of commencement of your shared parental leave, you may either continue in the scheme or withdraw from it, but you should in either event, contact the Staff Benefits Officer for further information by phoning 821000 Ext. 8845.

18 Contact during Shared Parental Leave

Before your SPL begins, your line manager will discuss the arrangements for you to keep in touch during your leave. The council reserves the right in any event to maintain reasonable contact with you from time to time during your SPL. This may be to discuss your plans to return to work, to ensure you are aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during their absence.

19 Redundancy during Shared Parental Leave

Where a redundancy situation occurs during your SPL, you are entitled to be offered suitable alternative employment where there is a match against the person specification. Where an appropriate vacancy exists, the alternative employment under a new contract will begin on the day immediately following the day on which your previous contract comes to an end. Where redundancy takes effect before SPL commences, there is no entitlement to preferential treatment with regard to being offered suitable alternative employment.

20 Shared Parental Leave in Touch Days

You can agree to work for the council (or attend training) for up to 20 days during SPL without bringing your period of SPL to an end or impacting on your 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 council has no right to require you to carry out any work, and is under no obligation to offer you any work, during your SPL. Any work undertaken is a matter for agreement between your line manager and you. When taking a SPLIT day you will receive full pay for any hours worked. If a SPLIT day occurs during a week when you are receiving ShPP, this will be effectively 'topped up' so that you receive full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

You, with the agreement of your line manager, may use SPLIT days to work part of a week during SPL. Your line manager and you may use SPLIT days to effect a gradual return to work by you towards the end of a long period of SPL or to trial a possible flexible working pattern.

21 Returning to work after Shared Parental Leave

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

If you wish to return to work earlier than the expected return date, you may provide a written notice to vary the leave and must give the council at least eight weeks notice of your date of early return. This will count as one of your notifications. If you have already used your three notifications to book and/or vary leave then the council does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, you are entitled to return to the same job if your aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less. The same job is the one you 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 you had not been absent.

If your maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, you are entitled to return to the same job you 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 terms and conditions no less favourable.

22 Special Circumstances and further information

In certain situations your rights and requirements regarding SPL and ShPP may change. In these circumstances the council will abide by any statutory obligations and you should refer to the HR support team to clarify any issues or queries.

23 APPENDIX 1 – Maternity/Adoption Leave Curtailment Notice

Name:	
Job title:	
Personnel No:	
I wish to bring my [ordinary/additional] maternity/adoption leave [and statutory maternity/adoption pay] to an end to be able to take shared parental leave. [I have also completed a form providing a notice of entitlement and intention to take shared parental leave/declaration] or [My partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and I consent to the amount of leave that he/she intends to take.]	
I wish to end my [ordinary/additional] maternity leave on:	
I wish my statutory maternity/adoption pay period (if applicable) to end on:	
Signed:	
Dated:	
Notes You should complete and submit this form to your manager alongside the Notification of Entitlement and Intention form or the Declaration from your partner to the Isle of Wight Council. This form should then be submitted to the HR Support Team along with your Period of Shared Parental Leave Notice from (Appendix 4) once this has been signed off by your line manager.	

24 APPENDIX 2 - Notification of entitlement and intention to take SPL (Mother/Adopter)

Name:	
Job title:	
Personnel No:	
I wish to provide the Isle of Wight Council with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.	
My partner's name is:	
My maternity/adoption leave [started/is expected to start] on:	
My maternity/adoption leave [ended/is expected to end] on:	
My [child's expected week of birth is/child was born on/adoption placement date is]:	
The total amount of shared parental leave my partner and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
My partner intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
The total amount of shared parental pay (if applicable) my partner and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
My partner intends to take the following number of weeks' shared parental pay (if applicable):	

I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:	
I [have/will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or adoption placement and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Isle of Wight Council	
At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity/adoption leave in respect of the child	
I have [complied with the organisation's maternity/adoption leave curtailment requirements/returned to work before the end of my statutory maternity/adoption leave period], and will comply with the Council's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I will immediately inform the Council if I cease to care for the child	
Declaration to be completed by employee's partner	
My name is:	
My address is:	
I am currently employed by the Council (Y/N):	
[My national insurance number is/I do not have a national insurance number]:	
I [satisfy/will satisfy] the following eligibility requirements to enable the mother/adopter to take shared parental leave:	
I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement of adoption	

I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from the mother/adopter, for the care of the child	
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother/adopter	
I consent to the amount of shared parental leave that the mother/adopter intends to take	
I consent to your organisation processing the information provided in this form	
Signed (mother/adopter):	
Dated (mother/adopter):	
Signed (partner):	
Dated (partner):	
Notes: This form should be submitted to your line manager	

25 APPENDIX 3 - Notification of entitlement and intention to take SPL (Partner)

Name:	
Job title:	
Personnel No:	
I wish to provide the Isle of Wight Council with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother/adopter.	
Section A: information to be provided by employee	
The mother/adopter's name is:	
The mother/adopter's maternity/adoption leave [started/is expected to start] on:	
The mother/adopter's maternity/adoption leave [ended/is expected to end] on:	
The mother/adopter [received/is expected to receive] the following periods of [statutory maternity/adoption pay or maternity allowance]:	
My [child's expected week of birth/adoption placement date is/child was born on]:	
The total amount of shared parental leave the mother/adopter and I have available is:	
I intend to take the following number of weeks' shared parental leave:	
The mother/adopter intends to take the following number of weeks' shared parental leave:	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	

<p>Declaration to be completed by employee: I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:</p>	
<p>I [have/will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/adoption placement date and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Isle of Wight Council</p>	
<p>At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from the mother/adopter, for the care of the child</p>	
<p>I will comply with the Council's shared parental leave notice and evidence requirements</p>	
<p>The information that I have provided is accurate</p>	
<p>I am the father of the child, or am married to, the civil partner of, or the partner of, the mother/adopter</p>	
<p>I will immediately inform the Council if I cease to care for the child or if the child's mother/adopter informs me that she has revoked the curtailment of her maternity/adoption leave or pay period</p>	
<p>Declaration to be completed by the mother/adopter</p>	
<p>My name is:</p>	
<p>My address is:</p>	
<p>I am currently employed by the Council (Y/N):</p>	
<p>[My national insurance number is/I do not have a national insurance number]:</p>	
<p>I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:</p>	
<p>I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/adoption placement</p>	
<p>I have average weekly earnings of at least £30 for any 13</p>	

of those 66 weeks	
At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance in respect of the child	
I have [curtailed my maternity/adoption leave/returned to work before the end of my statutory maternity/adoption leave period]	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity/adoption leave (and pay, if applicable)	
I consent to the Isle of Wight Council processing the information provided in this form	
Signed (partner):	
Dated (partner):	
Signed (mother/adopter):	
Dated (mother/adopter):	
Notes:	
This form should be submitted to your line manager	

26 APPENDIX 4 – Period of Shared Parental Leave Notice

Name:	
Job title:	
Personnel No:	
I wish to take the following period(s) of shared parental leave. Please complete either section A or section B.	
Section A: please fill out if your child has already been born/placed with you, or if you know the exact dates on which you would like to take shared parental leave.	
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
Section B: please fill out if your child has not been born yet/placed with you and you wish your shared parental leave to start either on the day on which your child is born/placed with you, or a specified number of days after the day on which your child is born/placed with you.	
I wish to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):	
Signed (employee):	
Dated:	
Signed (line manager):	
Dated:	
Notes:	
This form should be submitted to the HR Support Team once the leave has been agreed and signed off by your line manager.	

27 APPENDIX 5 – Shared Parental Leave In Touch Day Claim Form

Name		Post	
Department/School		Date Shared Parental Leave Commenced	
Personnel Number		Date Baby Born/placed with you	

Please provide the details below to allow payroll to calculate the amount to be paid.

Date Worked	Number of Hours Worked

Please remember that any hours undertaken on this date will count as a full shared parental leave in touch day

Employee signature		Line Manager's signature	
Date		Print Name	

28 APPENDIX 6 – Shared Parental Leave In Touch Day Record

Name		Post	
Department/ School		Date Shared Parental Leave Commenced	
Personnel Number		Date Baby Born/placed with you	

Day Number	Date	Hours Worked	Date Claim Submitted to Payroll
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			