

SHARED PARENTAL LEAVE POLICY

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Shared Parental Leave Policy

1. Policy Statement

This policy sets out the rights of employees to shared parental leave and pay. Shared parental leave is a type of leave that enables eligible mothers/adopters to commit to ending their maternity/adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity/adoption leave and opt in to shared parental leave and pay at a later date. In this policy, reference to the word “partner” includes same-sex partners.

Shared parental leave allows parents to take up to 52 weeks leave in total on the birth/adoption of a child. They may be able to take this leave at the same or at different times.

Shared parental leave should not be confused with unpaid parental leave, which is unaffected by and separate to shared parental leave. The Trust provides a separate policy on parental leave.

The Trust recognises that, from time to time, employees may have questions or concerns relating to their shared parental leave rights. It is the Trust's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the shared parental leave provisions are complex, if an employee wishes to take shared parental leave, they should clarify the relevant procedures with their Line Manager to ensure that they are followed correctly.

2. Definitions

The following definitions are used in this policy:

Mother/adopter means the mother or expectant mother of the child or the adopter (the adopter means the person who is eligible for adoption leave and/or pay. The adopter can be male or female).

Partner means the child's biological father or the partner of the mother/adopter. This can be a spouse, a civil partner: or a partner, who is living in an enduring relationship with the mother and the child, at the time it is born. The partner acts as the parent of the child with the mother/adopter. This definition includes same sex marriages/partnerships.

Expected week of childbirth (EWC) means the week, starting on a Sunday, during which the mother's doctor or midwife expects her to give birth.

Continuous leave: a period of leave that is taken in one block

Discontinuous leave: leave over a period of time with breaks between the leave where the employee returns to work.

3. Scope of this Shared Parental Leave policy

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

- The mother/adopter **and**
- One of the following:-
 - the father of the child (in case of birth) or
 - the spouse, civil partner or partner of the child's mother/adopter

This policy applies in relation to employees of the Trust, whether they are the mother or the partner. If it is the mother who is employed by the Trust, her partner must if they want to take a period of shared parental leave submit any notifications to take shared parental leave set out in this policy to their own employer, (where applicable) which may have its own shared parental leave policy in place.

Similarly, if it is the partner who is employed by the Trust, the mother must (where relevant) submit any notifications to take shared parental leave to her own employer.

The mother and the 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.

4. Amount of shared parental leave available

The amount of shared parental leave each individual may take will depend upon when the mother/adopter brings their maternity/adoption leave period to an end. Shared parental leave must be taken in blocks of at least one week. The employee can request to take shared parental leave in one continuous block (in which case the Trust is required to accept the request as long as the employee meets the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case the employee needs the Trust's agreement). A maximum of three requests for leave per pregnancy/adoption can be made by each parent.

A mother cannot return to work before the end of the compulsory 2 weeks maternity leave following the birth. In the case of adoption the person claiming adoption leave/pay must take at least two weeks of adoption leave.

The mother's partner can begin a period of shared parental leave at any time from the date of the child's birth (but the partner should bear in mind that they are entitled to take up to two weeks' unpaid paternity leave following the birth of their child, which they will lose if shared parental leave is taken first. (Refer to the Trust's separate policy on Paternity leave for further information). The mother/adopter and partner must take any shared parental leave within 52 weeks of birth/adoption.

5. Eligibility for shared parental leave.

For employees to be eligible to take shared parental leave, both parents must meet certain eligibility requirements.

Mother/adopter's eligibility for shared parental leave

The mother/adopter is eligible for shared parental leave if they:

- have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/matching date;
- remain in continuous employment with the Trust until the week before any period of shared parental leave that they take;
- have, at the date of the child's birth/placement date, the main responsibility, with their partner, for the care of the child;
- are entitled to statutory maternity/adoption leave in respect of the child; and
- comply with the relevant maternity/adoption leave curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave), and shared parental leave notice and evidence requirements.

In addition, for the mother to be eligible for shared parental leave, the partner must:

- have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth/matching date;
- have average weekly earnings of at least the maternity/adoption allowance threshold for any 13 of those 66 weeks; and
- have, at the date of the child's birth/matching date, the main responsibility, apart from the mother, for the care of the child.

Partner's eligibility for Shared Parental Leave

The partner is eligible for Shared Parental Leave if they:

- have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/matching date;
- Remains in continuous employment with the Trust until the week before any period of shared parental leave that they take;
- have, at the date of the child's birth/matching date, the main responsibility, apart from the mother, for the care of the child; and
- comply with the relevant shared parental leave notice and evidence requirements.

In addition, for the partner to be eligible for shared parental leave, the mother/adopter must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/matching date;
- have average weekly earnings of at least the maternity/adoption allowance threshold for any 13 of those 66 weeks;
- have, at the date of the child's birth/matching date, the main responsibility, apart from the partner, for the care of the child;
- be entitled to statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance in respect of the child; and
- comply with the relevant maternity/adoption leave or pay curtailment requirements (or have returned to work before the end of statutory maternity/adoption leave).

6. Notice requirements for shared parental leave

The notices that the parents must give to the relevant employer to be able to take shared parental leave are made up of three elements. They are:

- a "maternity/adoption leave curtailment notice" from the mother./adopter setting out when they propose to end their maternity/adoption leave (unless they have already returned to work from maternity/adoption leave);
- a "notice of entitlement and intention" from the employee giving an initial, non-binding indication of each period of shared parental leave that they are requesting; and
- a "period of leave notice" from the employee setting out the start and end dates of each period of shared parental leave that they are requesting.

The notice periods are the minimum required by law. However, the earlier the employee informs the Trust of their intentions, the likely it is that the Trust will be able to accommodate the employee's wishes, particularly if they wish to take periods of discontinuous leave.

Employees are advised that, if they have already decided the pattern of shared parental leave that they would like to take, they can provide more than one of the above forms of notice at the same time.

Mother/adopter's notice curtailing maternity/adoption leave

Before the partner can take shared parental leave, the mother/adopter must either return to work before the end of their maternity/adoption leave (by giving the required eight weeks' notice of their planned return) or provide their employer with a maternity/adoption leave curtailment notice. The maternity/adoption leave curtailment notice must be in writing and state the date on which maternity/adoption leave is to end (Appendix A). That date must be:

- after the compulsory maternity/adoption leave period, i.e. the two weeks following the birth/matching date;
- at least eight weeks after the date on which the mother/adopter is giving/has given the maternity/adoption leave curtailment notice to their employer; and
- at least one week before what would be the end of the additional maternity/adoption leave period.

The mother/adopter must provide their maternity/adoption leave curtailment notice at the same time they provide either notice of entitlement and intention or a declaration of consent and entitlement signed by them confirming that their partner has given their employer a notice of entitlement and intention (see section on Employee's notice of entitlement and intention below).

7. Revocation of maternity/adoption leave curtailment notice

The mother/adopter can withdraw their notice curtailing their maternity/adoption leave in limited circumstances. The withdrawal of a maternity/adoption leave curtailment notice must be in writing (Appendix B) and can be given only if the mother/adopter has not returned to work. The mother/adopter can withdraw their maternity/adoption leave curtailment notice if:

- it is discovered that neither the mother nor the partner are entitled to shared parental leave or statutory shared parental pay and the mother/adopter withdraws their maternity/adoption leave curtailment notice within eight weeks of the date on which the notice was given;
- the maternity/adoption leave curtailment notice was given before the birth of the child/matching date and the mother/adopter withdraws their maternity/adoption leave curtailment notice within six weeks of the child's birth/matching date; or
- the partner has died.

8. Employee's notice of entitlement and intention

The employee, whether the mother/adopter or the partner, must provide the Trust with a non-binding notice of entitlement and intention. The employee's notice of entitlement and intention must be in writing and provided at least eight weeks before the start date of the first period of shared parental leave to be taken by the employee. It must set out the following information, as detailed in appendix C.

- the mother's name
- the partner's name
- the start and end dates of any statutory maternity/adoption leave taken or to be taken by the mother
- the total amount of shared parental leave available
- the child's expected week of birth and the child's date of birth/matching date (although, if the child has not yet been born, the date of birth can be provided as soon as reasonably practicable after birth, and before the first period of shared parental leave to be taken by the mother)
- how much shared parental leave the mother and partner each intend to take; and
- a non-binding indication as to when the employee intends to take shared parental leave (including the start and end dates for each period of leave)

The mother's notice of entitlement and intention must include a declaration signed by her that:

- she satisfies, or will satisfy, the eligibility requirements to take shared parental leave
- the information she gives in the notice of entitlement and intention is accurate; and
- she will immediately inform the Trust if she ceases to care for the child.

In addition, the mother's notice of entitlement and intention must include a declaration signed by her partner:

- specifying the partner's name, address, and national insurance number (or declaring that the partner does not have a national insurance number)
- declaring that the partner satisfies, or will satisfy, the conditions set out above (see section on Mother's eligibility for shared parental leave)
- declaring that the partner is the father of the child, or is married to, the civil partner of, or the partner of, the mother
- declaring that the partner consents to the amount of leave that the mother intends to take; and
- declaring that the partner consents to the mother's employer processing the information in the partner's declaration.

Appendix D sets out the information required for the notice of entitlement and intention if the employee is the partner, which must include:

- the partner's name
- the mother's name
- the start and end dates of any periods of statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance taken or to be taken by the mother;
- the total amount of shared parental leave available
- the child's expected week of birth and the child's date of birth/matching date (although, if the child has not yet been born, the date of birth can be provided as soon as reasonably practicable after birth, and before the first period of shared parental leave to be taken by the partner);

- how much shared parental leave the partner and mother each intend to take; and
- a non-binding indication as to when the partner intends to take shared parental leave (including the start and end dates for each period of leave).
- The partner's notice of entitlement and intention must include a declaration signed by the mother that:
 - she satisfies, or will satisfy, the eligibility requirements to take shared parental leave
 - the information given by the partner in the notice of entitlement and intention is accurate; and
 - he/she will immediately inform the Trust if he/she ceases to care for the child or if the mother informs him/her that she no longer meets the requirement to have curtailed her maternity/adoption leave or pay period.
- In addition, the partner's notice of entitlement and intention must include a declaration signed by the mother:
 - specifying the mother's name, address, and national insurance number (or declaring that the mother does not have a national insurance number);
 - declaring that the mother satisfies, or will satisfy, the conditions set out above (see section on Partner's eligibility for shared parental leave) and she will notify the partner if she no longer qualifies for maternity/adoption leave, statutory maternity/adoption pay or maternity allowance;
 - declaring that the mother consents to the amount of leave that the partner intends to take;
 - declaring that she will immediately inform the employee if she no longer meets the requirement to have curtailed her maternity/adoption leave or pay period; and
 - declaring that the mother consents to the partner's employer processing the information in the mother's declaration.

Within 14 days of receiving a notice of entitlement and intention from the employee, whether the mother or partner, the Trust can request from the employee:

- a copy of the child's birth certificate (or, if the child has not been born, a copy of the birth certificate within 14 days of the birth - if the birth certificate has yet to be issued after this period, a signed declaration stating the date and location of the child's birth will suffice); and
- 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
- the name and address of the other parent's employer (or a declaration that the other parent has no employer).

The employee has 14 days from the date of the request to send the Trust the required information.

9. Variation or cancellation of notice of entitlement and intention

The employee can vary or cancel his/her proposed shared parental leave dates following the submission of a notice of entitlement and intention, provided that he/she provides the Trust with a written notice (Appendix E). All sections of the notice must be completed to be valid. The written notice must contain:

- an indication as to when the employee intends to take shared parental leave (including the start and end dates for each period of leave)

- details of any periods of shared parental leave that have been notified through a period of leave notice
- details of any periods of statutory shared parental pay that have been notified in relation to periods where shared parental leave was not to be taken; and
- a declaration signed by the mother and the partner that they agree to the variation.

Any indication of leave intended to be taken that the employee provides in a variation of notice of entitlement and intention is non-binding until he/she provides a period of leave notice in relation to that period of leave. There is no limit on the number of variations of notice of entitlement and intention that the employee can make.

10. Employee's period of leave notice

To take a period of shared parental leave, the employee must provide the Trust with a written notice setting out the start and end dates of each period of shared parental leave requested in that notice (Appendix F)

A period of leave notice must be given not less than eight weeks before the start date of the first period of shared parental leave requested in the notice. The notice may be given at the same time as a notice of entitlement and intention and can be a request for a continuous period of leave or discontinuous periods of leave.

11. Variation or cancellation of period of leave notice

The employee can vary or cancel his/her proposed shared parental leave dates following the submission of a period of leave notice, provided that he/she provides his/her employer with a written notice not less than eight weeks before any period of leave varied or cancelled by the notice is due to commence (Appendix G). The written notice can:

- vary the start date or the end date of any period of shared parental leave or cancel a request for leave
- request that a continuous period of leave become discontinuous periods of leave; or
- request that discontinuous periods of leave become a continuous period of leave.

Employees are not required to give the eight weeks' notice if they are changing the dates of their shared parental leave because their child has been born earlier than the EWC and where they wanted to start their leave a certain length of time (but not more than eight weeks) after the birth. In such cases the employee must notify their line manager of any change as soon as they can.

12. Limit on number of requests for leave

The employee can provide a combined total of up to three period of leave notices or variations of period of leave notices per pregnancy/adoption

A notice to cancel or change a period of leave will not count as one of the three notices if:

- the variation is a result of the child being born earlier or later than the EWC
- the variation is at the Trust's request

13. Continuous period of Shared Parental Leave

If the employee submits a period of leave notice requesting one continuous period of leave, he/she will be entitled to take that period of leave.

14. Discontinuous periods of Shared Parental Leave

The employee may submit a period of leave notice requesting discontinuous periods of leave. For example, the mother and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.

If the employee submits a period of leave notice requesting discontinuous periods of leave, the Trust can, in the two weeks beginning with the date the period of leave notice was given:

- consent to the pattern of leave requested
- propose an alternative pattern of leave; or
- refuse the pattern of leave requested.

If agreement is reached within those two weeks, the employee is entitled to take the leave on the dates agreed.

If no agreement has been reached within that two-week discussion period, the employee is entitled to take the leave as one continuous period of leave. In that event, the employee must choose a start date for the leave that is at least eight weeks from the date on which the period of leave notice was originally given and notify the Trust of it within five days of the end of the two-week discussion period. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the first period of leave requested in the period of leave notice.

Alternatively, if the Trust has refused the request or no agreement has been reached during the two-week discussion period, the employee may withdraw a period of leave notice requesting discontinuous periods of leave. The employee can withdraw a period of leave notice at any time on or before the 15th day after the period of leave notice was submitted. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that an employee can make.

15. Amount of shared parental pay available

Eligible employees may be entitled to take up to a total of 39 weeks' statutory shared parental pay. However, as there is a compulsory maternity/adoption leave period of two weeks, this means that a mother/adopter who ends her maternity/adoption leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with their partner, minus the amount by which the mother/adopter reduces their maternity/adoption pay or maternity allowance period.

Shared parental pay may be payable during some or all of Shared parental leave, depending on the length and timing of the leave.

Where an employee is entitled to receive Shared parental pay they must, at least eight weeks before receiving any such pay, give their line manager written notice advising of their entitlement to Shared parental pay. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take Shared Parental Leave.

Any statutory shared parental pay due during shared parental leave will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.

It is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

16. Eligibility for statutory shared parental pay

For employees to be eligible for Statutory Shared Parental Pay, both parents must meet certain eligibility requirements.

Mother/adopters eligibility for Statutory Shared Parental Pay

The mother is eligible for statutory shared parental pay if she:

- has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/matching date and remains in continuous employment with their employer until the week before any period of shared parental pay that they get;
- has normal weekly earnings of at least the lower earnings limit for national insurance contribution purposes, for a period of eight weeks ending with the 15th week before the expected week of childbirth/placement
- has, the main responsibility, apart from the partner, for the care of the child at the date of the child's birth/placement
- is absent from work and intends to care for the child during each week in which they receive statutory shared parental pay; and
- is entitled to statutory maternity/adoption pay in respect of the child, but the maternity/adoption pay period has been reduced.

In addition, for the mother/adopter to be eligible for statutory shared parental pay, the partner must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth
- have, at the date of the child's birth/placement, the main responsibility, apart from the mother/adopter, for the care of the child; and
- have average weekly earnings of at least the maternity/adoption allowance threshold for any 13 of those 66 weeks.

Partner's eligibility for Statutory Shared Parental Pay

The partner is eligible for Statutory Shared Parental Pay if they:

- have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/matching date and remains in continuous employment with their employer until the week before any period of shared parental pay that they get;

- have normal weekly earnings of at least the lower earnings limit for national insurance contribution purposes for eight weeks, ending with the 15th week before the expected week of childbirth/placement date
- have the main responsibility, apart from the mother, for the care of the child at the date of the child's birth/placement date; and
- is absent from work and intends to care for the child during each week in which receive statutory shared parental pay.

In addition, for the partner to be eligible, the mother must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/matching date;
- have average weekly earnings of at least the maternity/adoption allowance threshold for any 13 of those 66 weeks
- have, the main responsibility, apart from the partner, for the care of the child at the date of the child's birth/matching date and
- be entitled to statutory maternity/adoption pay or maternity allowance in respect of the child, but the maternity/adoption pay period or maternity allowance period has been reduced.

17. Rights during Shared Parental Leave

During shared parental leave all terms and conditions of the employee's contract except normal pay will continue. Salary will be replaced by statutory shared parental pay if the employee is eligible for it.

All other non-salary benefits will remain in place. For example, holiday entitlement will continue to accrue.

18. Pensions

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

19. Annual Leave

Shared Parental Leave is granted in addition to an employee's normal annual holiday entitlement. Employees are reminded that holiday should wherever possible be taken in the year that it is earned. Where a Shared Parental Leave 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.

20. Contact during Shared Parental Leave

Before an employee's Shared Parental Leave begins, their manager will discuss the arrangements for them to keep in touch during their leave. The Trust reserves the right in any event to maintain reasonable contact with the employee from time to time during their Shared Parental Leave. 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.

21. Shared Parental Leave keeping in Touch Days

An employee can agree to work for the Trust (or attend training) for up to 20 days during Shared Parental Leave without bringing their period of leave to an end or impacting on their right to claim Shared Parental Pay 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 whole day's work for these purposes.

Neither employer nor employee is under an obligation to offer or accept work, during the employee's Shared Parental Leave. Any work undertaken is a matter for agreement between the Trust 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 Shared Parental Pay, 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 Shared Parental Leave.

An employee, with the agreement of the Trust; may use SPLIT days to work part of a week during Shared Parental Leave. The Trust 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 Shared Parental Leave.

22. Returning to work following shared parental leave

The employee will have been formally advised in writing by the Trust of the end date of any period of Shared Parental Leave. The employee is expected to return on the next **working** day after this date, unless they notify the Trust otherwise. If they are unable to attend work due to sickness or injury, the Trust'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 the Trust at least eight 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 Trust does not have to but may accept the notice if it considers it reasonably practicable to do so.

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

If their maternity/paternity/adoption leave and Shared Parental Leave amounts to 26 weeks or more 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 terms and conditions no less favourable.

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 Shared Parental Leave 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 Shared Parental Leave do 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 terms and conditions no less favourable.

If an employee wants to change their hours or other working arrangements on return from Shared Parental leave, they can make a request under the Trust's flexible working policy. It is helpful if such requests are made as early as possible.

If an employee decides they do not want to return to work they must give notice of their resignation in accordance with their contract.

23. Fraudulent claims

Where there is a suspicion that fraudulent information may have been provided or where the Trust has been informed by Her Majesty's Revenue and Customs, (HMRC) that a fraudulent claim was made, it will investigate the matter further in accordance with its disciplinary procedure and, if proven take appropriate disciplinary action up to and including summary dismissal.

Scope

- This policy applies to all employees of the school.
- The term 'employee' refers to any member of staff whether teaching or support staff employed to work by the Trust either within a School or the wider Trust
- Changes in Employment Law or Educational Legislation may form part of the policy.

Delegation

- The term 'Headteacher' refers to Headteacher/Executive Headteacher or CEO
- As per the policy, or where delegated authority has been given to another Senior Manager

Shared parental leave: maternity/adoption leave curtailment notice (a form to allow a mother/adopter to curtail their maternity/adoption leave to take shared parental leave)

N.B. * -= delete as applicable

Name of employee:	
Employee number	
Job title:	
Department	
<p>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 that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take*.</p>	
I wish to end my ordinary/additional* maternity/adoption leave on:	
I wish my statutory maternity/adoption* pay period (if applicable) to end on:	
Signed:	
Dated:	
<p>Notes for completion You should complete and submit this form alongside the Trust's Form for a mother/adopter to provide a notice of entitlement and intention to take shared parental leave/ the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to their employer and that you consent to the amount of leave that they intend to take.</p> <p>Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances. (See appendix B)</p> <p>The date on which you end your maternity leave must be at least:</p> <ul style="list-style-type: none"> • eight weeks after the date on which you provide this notice to the Trust/School • two weeks after you give birth; and 	

- one week before what would have been the end of your additional maternity leave.

Your completed form must be returned to your Headteacher/CEO, who must forward it to the payroll provider.

<p>Shared Parental Leave: revocation of maternity/adoption leave curtailment notice – to be used by employee if previously they have submitted a notice to curtail their maternity/adoption leave and they now wish to cancel that request N.B. * = delete as applicable</p>	
Name of employee:	
Employee number	
Job title:	
Department	
Date of maternity/adoption* leave curtailment notice:	
I previously notified you that I wished to end my maternity/adoption* leave on:	
<p>I no longer wish to end my maternity/adoption* leave and would like to revoke my maternity/adoption* leave curtailment notice. I would also like to revoke my maternity/adoption* pay period curtailment notice*.</p>	
Signed:	
Dated:	
<p>Notes You can withdraw your maternity/adoption leave curtailment notice only if:</p> <ul style="list-style-type: none"> • it is discovered that neither you nor your partner are entitled to shared parental leave or statutory shared parental pay and you withdraw your maternity/adoption leave curtailment notice within eight weeks of providing your maternity/adoption leave curtailment notice; • you gave the maternity/adoption leave curtailment notice before the birth of your child and you withdraw your maternity/adoption leave curtailment notice within six weeks of your child's birth; or • your partner has died (if this is the case, please provide the date on which they died). • Your completed form must be returned to your Headteacher/CEO who must forward it to the payroll provider 	

Shared parental leave: notice of entitlement and intention (mother/adopter) – to be used by the mother/adopter to provide notice of entitlement and intention to take shared parental leave N.B. * = delete as applicable	
Name of employee:	
Employee number	
Job title:	
Department	
I wish to provide the Trust with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.	
Section A: information to be provided by employee	
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/ child's expected date of placement is OR my child was born/adopted on]*:	
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 intend to take shared parental pay on the following dates (if applicable):	
Section B: declaration to be completed by employee	
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/expected date of placement*and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Trust	
At the date of the child's birth/adoption, I have/will have* the main responsibility, with 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 Trust's maternity/adoption* leave curtailment requirements/returned to work before the end of my statutory maternity/adoption* leave period], and will comply with the Trust's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	
I will immediately inform the Trust if I cease to care for the child	
Section C: declaration to be completed by employee's partner	

My name is:	
My address is:	
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 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	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth, I *have/will have* the main responsibility, apart from the mother, for the care of the child	
I am the father of the child/ or am married to/, the civil partner of/, 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 the Trust processing the information provided in this form	
Section D: signatures	
Signed mother/adopter:	
Dated (mother/adopter):	
Signed (partner):	
Dated (partner):	
Notes The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.	

This notice is to allow the Trust to check that you are entitled to shared parental leave and to provide the Trust with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding, and you must give the Trust a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the Trust a variation notice. (Appendix E)
Your completed form must be returned to the CEO/Headteacher who should forward it to the payroll provider

Shared parental leave: notice of entitlement and intention (partner)- to be used by employee to provide notice of entitlement and intention to take shared parental leave.

N.B. * = delete as applicable

Name of employee:	
Employee number	
Job title:	
Department	
I wish to provide the Trust/School 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/maternity allowance*:	
My child's expected week of birth/expected date of placement* is/child was born/placed* 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):	
The total amount of shared parental pay (if applicable) the mother and I have available is:	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The mother/adopter* intends to take the following number of weeks' shared parental pay (if applicable):	
I intend to take shared parental pay on the following dates (if applicable):	
Section B: declaration to be completed by employee	
I declare that I satisfy/will satisfy* the following eligibility requirements to take shared parental leave:	
I have/will have* 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/adoption* and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Trust	
At the date of the child's birth/placement for adoption*, I have/will have* the main responsibility, with the mother, for the care of the child	
I will comply with the Trust's shared parental leave notice and evidence requirements	
The information that I have provided is accurate	

I am the father of the child/, am married to/ the civil partner of/ the partner of, the mother/adopter*	
I will immediately inform the Trust if I cease to care for the child or if the child's mother/adopter* informs me that she has revoked the curtailment of their maternity/adoption*leave or pay period	
Section C: declaration to be completed by the mother/adopter	
My name is:	
My address is:	
[My national insurance number is/I do not have a national insurance number]:	
I satisfy/will satisfy* the following eligibility requirements to enable my partner to take shared parental leave:	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/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, I have/will have* the main responsibility, with 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 Trust processing the information provided in this form	
Section D: signatures	
Signed (partner):	
Dated (partner):	
Signed (mother/adopter):	
Dated (mother/adopter):	
<p>Notes</p> <p>The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.</p> <p>This notice is to allow the Trust to check that you are entitled to shared parental leave and to provide the Trust with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding, and you must give the Trust a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the Trust a variation notice, (Appendix E)</p> <p>Your completed form must be returned to the Headteacher/CEO who should forward it to the payroll provider.</p>	

Shared parental leave: variation of notice of entitlement and intention –to be used by employee who has previously submitted a notice of entitlement and intention to take shared parental leave, and now wishes to change that request. This form must not be used if you have submitted your “Period of leave notice” (Appendix F)

Name of employee:	
Employee number	
Job title:	
Department	
I previously provided the Trust with an initial indication, in my notice of entitlement and intention dated [date], of my proposed shared parental leave dates. I now wish to amend my proposed shared parental leave dates. My partner and I agree to this change.	
I now intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you now intend to take):	
I have already notified the Trust in any period of leave notice or a variation of period of leave notice (if applicable) that I will be taking the following periods of shared parental leave:	
My partner has already notified their employer in any period of leave notice or a variation of period of leave notice (if applicable) that they will be taking the following periods of shared parental leave:	
I have already notified the Trust of the following periods of statutory shared parental pay (if applicable):	
My partner has already notified their employer of the following periods of statutory shared parental pay (if applicable):	

Signed (mother/adopter):	
Dated (mother/adopter):	
Signed (partner):	
Dated (partner):	

Notes

This variation of notice of entitlement and intention is not binding. You must still provide a period of leave notice in relation to the period of leave that you are seeking to change. There is no limit on the number of variations of notice of entitlement and intention that you can make, although you can give a maximum of three periods of leave notices. Your completed form must be returned to the Headteacher/CEO who should forward it to the payroll provider

Shared parental leave: period of leave notice – to be used by employee to confirm take shared parental leave.	
Name of employee:	
Employee number:	
Job title:	
Department:	
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 or placed for adoption 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 or placed yet and you wish your shared parental leave to start either on the day on which your child is born/placed, or a specified number of days after the day on which your child is born/placed.	
I wish my shared parental leave to start on the day on which my child is born/placed* OR the following number of days after the date on which my child is born/placed*:	
I wish my shared parental leave to end the following number of days after the date on which my child is born/placed*:	
Signed:	
Dated:	
Notes You can request to take shared parental leave in one continuous block (in which case the Trust is required to accept the request as long as you meet the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case you need	

the Trust's agreement). A maximum of three requests for leave per pregnancy can normally be made by each parent.

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

This notice is to confirm to the Trust the shared parental leave that you intend to take. You must have already submitted a notice of entitlement and intention before using this form.(Appendix or D)

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

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

Your completed form must be returned to the Headteacher/CEO, who should forward it to the payroll provider.

Shared parental leave: variation of period of leave notice – to be used by employee who has previously agreed their period of leave to take shared parental leave and now wishing to change to agreed leave.

Name of employee:

Employee number:

Job title:

Department:

I previously provided the Trust with notice of my proposed shared parental leave in a period of leave notice dated [date]. I now wish to amend my shared parental leave request.

I had already notified the Trust in my period of leave notice or a variation of period of leave notice (if applicable) that I would be taking the following periods of shared parental leave:

I now intend to take shared parental leave on the following dates instead (please include the start and end dates for each period of leave that you now intend to take):

I have already notified the Trust of the following periods of statutory shared parental pay (if applicable):

Signed:

Dated:

Notes

This notice is to amend a period of shared parental leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form.

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

You and your partner must take any shared parental leave within 52 weeks of the birth/placement of your child.
Your completed form must be returned to the Headteacher/CEO who should forward it to the payroll provider