



The Athelstan Trust

Shared Parental Leave Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 2023	Board Staffing Committee	25 May 2023	May 2026	

Shared parental leave policy

Definitions

1. The following definitions are used in this policy:
 - 1.1 **mother:** the mother or expectant mother of the child;
 - 1.2 **partner:** the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of whatever sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.
 - 1.3 **parent:** one of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).
 - 1.4 **Expected week of childbirth:** the week, starting on a Sunday, during which the mother's doctor or midwife expects them to give birth.

Scope

2. 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, their partner must (where relevant) submit any notifications to take Shared Parental Leave (SPL) set out in this policy to their own employer, which may have its own SPL policy in place, if they want to take a period of SPL.
3. Similarly, if it is the partner who is employed by the Trust, the mother must (where relevant) submit any notifications to take SPL to their own employer.
4. The mother and the partner should ensure that they are each liaising with their own employer to ensure that requests for SPL are handled as smoothly as possible.

Amount of SPL available

5. The amount of SPL to which an individual is entitled will depend on when the mother brings their maternity leave period to an end and the amount of leave that the other parent takes in respect of the child.
6. SPL must be taken in blocks of at least one week. The employee can request to take SPL 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 can normally be made by each parent.



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7. The first two weeks following birth are the compulsory maternity leave period and are reserved for the mother. This means that the mother cannot curtail their maternity leave to take SPL until two weeks after the birth and the maximum period that the parents could take as SPL is 50 weeks between them (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).

Eligibility for SPL

8. For employees to be eligible to take SPL, both parents must meet certain eligibility requirements.

9. **Mother's eligibility for SPL:** The mother is eligible for SPL if they:

- 9.1 have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remain in continuous employment with the Trust until the week before any period of SPL that they take;

- 9.2 have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;

- 9.3 are entitled to statutory maternity leave in respect of the child; and

- 9.4 comply with the relevant maternity leave curtailment requirements (or have returned to work before the end of statutory maternity leave), and SPL notice and evidence requirements.

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

- 9.5.1 have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth;

- 9.5.2 have average weekly earnings of at least the maternity allowance threshold; and

- 9.5.3 have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child.

10. **Partner's eligibility for SPL:** The partner is eligible for SPL if they:

- 10.1 have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remain in continuous employment with the Trust until the week before any period of SPL that they take;

- 10.2 have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and

- 10.3 comply with the relevant SPL notice and evidence requirements.

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



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

Notice requirements for SPL

- 11. The notices that the parents must give to the relevant employer to be able to take SPL are made up of three elements. They are:
 - 11.1 a "maternity leave curtailment notice" from the mother setting out when they propose to end their maternity leave (unless the mother has already returned to work from maternity leave) (please see Appendix 1 to this policy for a template of this form);
 - 11.2 a "notice of entitlement and intention" from the employee giving an initial, non-binding indication of each period of SPL that they are requesting (please see Appendix 2a and 2b of this policy for a template of this form); and
 - 11.3 a "period of leave notice" from the employee setting out the start and end dates of each period of SPL that they are requesting (please see Appendix 3 of this policy for a template of this form).
- 12. The notice periods set out below are the minimum required by law. However, the earlier the employee informs the Trust of their intentions, the more likely it is that the Trust will be able to accommodate the employee's wishes, particularly if they want to take periods of discontinuous leave.
- 13. Employees are advised that, if they have already decided the pattern of SPL that they would like to take, they can provide more than one type of notice at the same time. For example, the mother could provide a maternity leave curtailment notice, notice of entitlement and intention and period of leave notice at the same time. Similarly, the partner could provide their notice of entitlement and intention and period of leave notice at the same time.
- 14. **Mother's notice curtailing maternity leave:** Before the mother or partner can take SPL, the mother must either return to work before the end of their maternity leave (by giving the required eight weeks' notice of their planned return) or provide their employer with a maternity leave curtailment notice. The maternity leave curtailment notice must be in writing and state the date on which maternity leave is to end. That date must be:



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- 14.1 after the compulsory maternity leave period, which is two weeks after birth;
 - 14.2 at least eight weeks after the date on which the mother gave the maternity leave curtailment notice to their employer; and
 - 14.3 at least one week before what would be the end of the additional maternity leave period.
15. The mother must provide their maternity leave curtailment notice at the same time they provide either their notice of entitlement and intention or a declaration of consent and entitlement signed by the mother (please see Appendix 4 of this policy for a template of this form) confirming that their partner has given their employer a notice of entitlement and intention.
16. **Revocation of maternity leave curtailment notice:** The mother can withdraw their notice curtailing their maternity leave in limited circumstances. The withdrawal of a maternity leave curtailment notice must be in writing and can be given only if the mother has not returned to work. The mother can withdraw their maternity leave curtailment notice if:
- 16.1 it is discovered that neither the mother nor the partner are entitled to SPL or statutory shared parental pay and the mother withdraws their maternity leave curtailment notice within eight weeks of the date on which the notice was given;
 - 16.2 the maternity leave curtailment notice was given before the birth of the child and the mother withdraws their maternity leave curtailment notice within six weeks of the child's birth; or
 - 16.3 the partner has died.
17. **Employee's notice of entitlement and intention:** The employee, whether the mother or the partner, must provide the Trust with a non-binding notice of entitlement and intention. The employee's notice of entitlement and intention, which must be in writing and provided at least eight weeks before the start date of the first period of SPL to be taken by the employee, must set out the following information.
18. If the employee is the mother, the notice of entitlement and intention must set out:
- 18.1 the mother's name;
 - 18.2 the partner's name;
 - 18.3 the start and end dates of any statutory maternity leave taken or to be taken by the mother;
 - 18.4 the total amount of SPL available;
 - 18.5 the child's expected week of birth and the child's date of birth (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 SPL to be taken by the mother);



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- 18.6 how much SPL the mother and partner each intend to take; and
 - 18.7 a non-binding indication as to when the employee intends to take SPL (including the start and end dates for each period of leave).
19. The mother's notice of entitlement and intention must include a declaration signed by them that:
- 19.1 they satisfy, or will satisfy, the eligibility requirements to take SPL;
 - 19.2 the information they give in the notice of entitlement and intention is accurate; and
 - 19.3 they will immediately inform the Trust if they cease to care for the child.
20. In addition, the mother's notice of entitlement and intention must include a declaration signed by their partner:
- 20.1 specifying the partner's name, address, and national insurance number (or declaring that the partner does not have a national insurance number);
 - 20.2 declaring that the partner satisfies, or will satisfy, the conditions set out above;
 - 20.3 declaring that the partner is the father of the child, or is married to, the civil partner of, or the partner of, the mother;
 - 20.4 declaring that the partner consents to the amount of leave that the mother intends to take; and
 - 20.5 declaring that the partner consents to the mother's employer processing the information in the partner's declaration.
21. If the employee is the partner, the partner's notice of entitlement and intention must set out:
- 21.1 the partner's name;
 - 21.2 the mother's name;
 - 21.3 the start and end dates of any periods of statutory maternity leave, statutory maternity pay or maternity allowance taken or to be taken by the mother;
 - 21.4 the total amount of SPL available;
 - 21.5 the child's expected week of birth and the child's date of birth (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 SPL to be taken by the partner);
 - 21.6 how much SPL the partner and mother each intend to take; and
 - 21.7 a non-binding indication as to when the partner intends to take SPL (including the start and end dates for each period of leave).



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22. The partner's notice of entitlement and intention must include a declaration signed by the partner that:
 - 22.1 they satisfy, or will satisfy, the eligibility requirements to take SPL;
 - 22.2 the information given by the partner in the notice of entitlement and intention is accurate; and
 - 22.3 they will immediately inform the Trust if they cease to care for the child or if the mother informs them that they no longer meet the requirement to have curtailed their maternity leave or pay period.
23. In addition, the partner's notice of entitlement and intention must include a declaration signed by the mother:
 - 23.1 specifying the mother's name, address, and national insurance number (or declaring that the mother does not have a national insurance number);
 - 23.2 declaring that the mother satisfies, or will satisfy, the conditions set out above and they will notify the partner if they no longer qualify for maternity leave, statutory maternity pay or maternity allowance;
 - 23.3 declaring that the mother consents to the amount of leave that the partner intends to take;
 - 23.4 declaring that they will immediately inform the employee if they no longer meet the requirement to have curtailed their maternity leave or pay period; and
 - 23.5 declaring that the mother consents to the partner's employer processing the information in the mother's declaration.
24. 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:
 - 24.1 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
 - 24.2 the name and address of the other parent's employer (or a declaration that the other parent has no employer).
25. The employee has 14 days from the date of the request to send the Trust the required information.
26. **Variation or cancellation of notice of entitlement and intention:** The employee can vary or cancel their proposed SPL dates following the submission of a notice of entitlement and intention, provided that they provide the Trust with a written notice. The written notice must contain:



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- 26.1 an indication as to when the employee intends to take SPL (including the start and end dates for each period of leave);
 - 26.2 details of any periods of SPL that have been notified through a period of leave notice;
 - 26.3 details of any periods of statutory shared parental pay that have been notified in relation to periods where SPL was not to be taken; and
 - 26.4 a declaration signed by the mother and the partner that they agree to the variation.
27. 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 they provide 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.
28. **Employee's period of leave notice:** To take a period of SPL, the employee must provide the Trust with a written notice setting out the start and end dates of each period of SPL requested in that notice.
29. A period of leave notice must be given not less than eight weeks before the start date of the first period of SPL 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.
30. **Variation or cancellation of period of leave notice:** The employee can vary or cancel their proposed SPL dates following the submission of a period of leave notice, provided that they provide their 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. The written notice can:
- 30.1 vary the start date or the end date of any period of SPL or cancel a request for leave;
 - 30.2 request that a continuous period of leave become discontinuous periods of leave; or
 - 30.3 request that discontinuous periods of leave become a continuous period of leave.
31. **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.

Continuous period of SPL

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

Discontinuous period of SPL

33. 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.



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34. If the employee submits a period of leave notice requesting discontinuous periods of leave, the Trust, in the two weeks beginning with the date the period of leave notice was given, can:
 - 34.1 consent to the pattern of leave requested;
 - 34.2 propose an alternative pattern of leave; or
 - 34.3 refuse the pattern of leave requested.
35. If agreement is reached within those two weeks, the employee is entitled to take the leave on the dates agreed.
36. 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. The employee must notify the Trust of that date 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.
37. 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 given. 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.

Amount of Shared parental pay available

38. Statutory shared parental pay is available for eligible parents to share between them while on shared parental leave. The number of weeks' statutory shared parental pay available to the parents will depend on how much statutory maternity pay or maternity allowance the mother has been paid when their maternity leave or pay period ends.
39. A total of 39 weeks' statutory maternity pay or maternity allowance is available to the mother. As there is a compulsory maternity leave period of two weeks, this means that a mother who ends their maternity leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with their partner (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).
40. 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.
41. It is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.



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Eligibility for statutory shared parental pay

42. For employees to be eligible for statutory shared parental pay, both parents must meet certain eligibility requirements.
43. **Mother's eligibility for statutory shared parental pay:** The mother is eligible for statutory shared parental pay if they:
 - 43.1 have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remain in continuous employment with their employer until the week before any period of shared parental pay that they get;
 - 43.2 have normal weekly earnings for a period of eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
 - 43.3 have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;
 - 43.4 are absent from work and intend to care for the child during each week in which they receive statutory shared parental pay; and
 - 43.5 are entitled to statutory maternity pay in respect of the child, but the maternity pay period has been reduced.
44. In addition, for the mother to be eligible for statutory shared parental pay, the partner must:
 - 44.1 have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
 - 44.2 have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
 - 44.3 have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks.
45. **Partner's eligibility for statutory shared parental pay:** The partner is eligible for statutory shared parental pay if they:
 - 45.1 have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remain in continuous employment with their employer until the week before any period of shared parental pay that they get;
 - 45.2 have normal weekly earnings for eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
 - 45.3 have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and



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- 45.4 are absent from work and intends to care for the child during each week in which they receive statutory shared parental pay.
46. In addition, for the partner to be eligible, the mother must:
- 46.1 have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
 - 46.2 have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks;
 - 46.3 have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child; and
 - 46.4 be entitled to statutory maternity pay or maternity allowance in respect of the child, but the maternity pay period or maternity allowance period has been reduced.

Rights during SPL

47. During SPL, 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.
48. This means that, while sums payable by way of salary will cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue. If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving

Contact during SPL

49. The Trust reserves the right to maintain reasonable contact with employees during SPL. This may be to discuss employees' plans for their return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.
50. An employee can agree to work for the Trust (or to attend training) for up to 20 days during SPL without that work bringing the period of their SPL and pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days.
51. The Trust has no right to require employees to carry out any work and employees have no right to undertake any work during their SPL. Any work undertaken, and the amount of salary paid for any work done on SPLIT days, is entirely a matter for agreement between employees and the Trust.
52. If you are entitled to receive statutory shared parental pay for any week during which you attend work for SPLIT days, you will still receive this in the usual way. In addition, we will also pay you for each hour that you work during a SPLIT day.



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Returning to work following SPL

53. The employee has the right to resume working in the same job when returning to work from SPL if the period of leave, when added to any other period of SPL, statutory maternity leave or statutory paternity leave taken by the employee in relation to the same child, is 26 weeks or less.

54. If the employee is returning to work from SPL and the period of leave taken is more than 26 weeks, when added to any other period of SPL, statutory maternity or paternity leave taken in relation to the same child, or was the last of two or more consecutive periods of statutory leave that included a period of ordinary parental leave of more than four weeks, or a period of additional maternity leave, the employee has the right to return to the same job unless this is not reasonably practicable. In these circumstances, if it is not reasonably practicable for the Trust to permit a return to the same job, the employee has the right to return to another job that is suitable and appropriate for them.



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Appendix 1 – maternity leave curtailment notice

Name	Department
<p>I wish to bring my [<input type="checkbox"/> ordinary / additional] maternity leave and maternity pay (if applicable) to an end to be able to take shared parental leave. I have also:</p> <ul style="list-style-type: none">• completed a form providing an opt-in notice to take shared parental leave; or• provided a declaration that my partner has provided an opt-in notice to take shared parental leave to his / her employer and consent to the amount of leave that he/she intends to take. <p>I confirm that the date on which I wish to end my maternity leave is at least:</p> <ul style="list-style-type: none">• eight weeks after the date of this curtailment notice; and• two weeks after I have given birth (where appropriate) and• one week before what would have been the end of my additional maternity leave. <p>[<input type="checkbox"/> I confirm that my entitlement to enhanced maternity pay will cease when I opt in to shared parental leave.]</p> <p>I wish to end my [<input type="checkbox"/> ordinary / additional] maternity leave on:</p> <p>I wish my maternity pay period (if applicable) to end on:</p> <p>Signed Dated</p>	

<p>Notes</p> <p>This form should be used by members of staff wishing to curtail their maternity leave in accordance with the shared parental leave policy.</p>



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Appendix 2: Notice of entitlement and intention - mother

Name	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 which must be provided by employee	
My partner's name is
My maternity leave [• started / is expected to start] on
My maternity leave [• ended / is expected to end] on
My [• child's expected week of birth is / child was born 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
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)
Indication of SPL dates (if known)	
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)



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Section B: declaration which must be completed by employee

I [satisfy / will satisfy] the following eligibility requirements to take shared parental leave (tick and sign as appropriate)

I [have / will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Trust.

At the date of the child's birth I [have / will have] the main responsibility, apart from my partner, for the care of the child.

I am entitled to statutory maternity leave in respect of the child.

I have [complied with the Trust's maternity leave curtailment requirements / returned to work before the end of my statutory maternity leave period], and will comply with the Trust's shared parental leave notice and evidence requirements.

The information that I have provided is true and accurate.

I will immediately inform the Trust if I cease to care for the child.

Section C: declaration which must be completed by employee's partner

Name

Address
.....
.....

National Insurance number

(Please confirm if no National Insurance number)

I [satisfy / will satisfy] the following eligibility requirements to enable the mother to take shared parental leave (all boxes must be ticked)



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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.

I consent to the amount of shared parental leave that the mother intends to take.

I consent to the Trust processing the information provided in this form and contacting my employer for the purposes of verifying this information.

Signed Dated

(Mother)

Signed Dated

(Partner)

Notes

The School will contact your employer for the purpose of verifying the information provided on this form. Further information about how the School uses Personal Information can be found in the Staff Privacy Notice.

Full details of SPL entitlement are contained in the Shared Parental Leave Policy.

You should inform your Head of Department or line manager of this notice. The form should then be passed to the Administration Officer, where a central record is maintained. Should you cease your employment with the Trust at any time your record will be sent, upon request, to your new employer.

If you submit a SPL request form and then subsequently wish to change or cancel the dates, Form 4 should be sent to the Administration Office. This is your responsibility.



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Appendix 3: opt-in notice: partner's entitlement and intention to take SPL

Name	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 the mother.	
Section A: information which must be provided by employee	
The mother's name is
The mother's maternity leave [• started / is expected to start] on
The mother's maternity leave [• ended / is expected to end] on
The mother [• received / is expected to receive] the following periods of [• statutory maternity / pay / maternity / adoption allowance]
My [• child's expected week of birth is / child was born on]
The total amount of shared parental leave the mother and I have available is
I intend to take the following number of weeks' shared parental leave
The mother intends to take the following number of weeks' shared parental leave
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 intends to take the following number of weeks' shared parental pay (if applicable)

Indication of SPL dates (if known)	
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)



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Section B: declaration which must be completed by employee

I declare that I [• satisfy / will satisfy] the following eligibility requirements to take shared parental leave (tick and sign as appropriate)

I [• have / will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Trust.

At the date of the child's birth I [• have / will have] the main responsibility, apart from the mother / primary adopter, 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 true and accurate.

I am the father of the child, or am married to, the civil partner of, or the partner of, the mother.

I will immediately inform the Trust if I cease to care for the child or if the child's mother informs me that she has revoked the curtailment of her maternity pay period.

Section C: declaration which must be completed by the mother

Name

Address
.....
.....

National Insurance number

(Please confirm if no 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



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I have average weekly earnings of at least £30 for any 13 of those 66 weeks.	<input type="checkbox"/>
At the date of the child's birth I [<input type="checkbox"/> have / will have] the main responsibility, apart from my partner, for the care of the child.	<input type="checkbox"/>
I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child.	<input type="checkbox"/>
I have [<input type="checkbox"/> curtailed my maternity leave / returned to work before the end of my statutory maternity leave period].	<input type="checkbox"/>
I consent to the amount of shared parental leave that my partner intends to take.	<input type="checkbox"/>
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable).	<input type="checkbox"/>
I consent to the Trust processing the information provided in this form and contacting my employer for the purposes of verifying this information.	<input type="checkbox"/>
Signed	Dated
(Partner)	
Signed	Dated
(Mother / primary adopter)	

Notes

The School will contact your employer for the purpose of verifying the information provided on this form. Further information about how the School uses Personal Information can be found here

[Policies – The Athelstan Trust](#)

Full details of SPL entitlement are contained in the Shared Parental Leave Policy.

You should inform your Head of Department of this notice. The form should then be passed to the Trust Payroll officer who maintains a central record. Should you cease your employment with the Trust at any time your record will be sent, upon request, to your new employer.

You must provide all information requested in this form.

If you submit a SPL request form and then subsequently wish to change or cancel the dates, Form 4 should be sent to the Trust Office. This is your responsibility.



The Athelstan Trust

Shared Parental Leave Policy

Appendix 4: Notice of entitlement and intention to book continuous shared parental leave

Date:

Dear (name of manager)/ Headteacher

Shared Parental Leave

My current remaining entitlement to Shared Parental Leave (SPL) is [...] weeks.

This notice is to book a period of [...] weeks of SPL.

I will be taking a continuous period of leave from [date dd/mm/yy] to [date dd/mm/yy].

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is [...] weeks.

During my period of SPL I would like to receive [...] weeks ShPP.

I would like this paid from [date dd/mm/yy] to [date dd/mm/yy].

I understand this counts as 1 of my 3 notices to book leave and I have [...] notices remaining.

Yours sincerely