

Shared Parental Leave – Roles & Responsibilities  
 Guidelines for Managers  
 April 2015

Individual	Line Manager	Human Resources	Payroll Services
Discusses options and intentions with Line Manager as early as possible.	Supports the employee in reviewing the options, pay, policy and leave.  Approves discontinuous leave with HR Consultation	Meets with the individual where appropriate to advise on policy, pay, entitlement  Provides Manager with advice and guidance on pay, policy and process  Writes to employee to confirm/decline discontinuous leave	
Fills out all forms and submits them within the correct time periods	Collates forms and information, consults with HR where appropriate and sends through to HR within the correct time frames	Reviews forms, acknowledges arrangements with individual and sends to payroll within the correct time frames  Notifies Pensions  Requests copy of birth certificate	Inputs correct details onto Resource Link –
Notifies the manager of any change in circumstances to curtail maternity leave, change mind over taking Shared Parental Leave, cancels SPL or varies this. Within the correct times frames with the correct notification forms	Reviews any changes and engages with employee to review the options, assess operational impact on changes and submits all paperwork to HR within the timeframes	Reviews change forms, acknowledges arrangements and sends to payroll within the correct timeframes  Notifies Pensions	Inputs any changes to details onto Resource Link
Agrees SPLiT Days with Manager	Agrees SPLiT Days with Employee and confirms the dates with Payroll Services within the agreed timeframes		Processes correct payments for SPLiT Days
		Provides prompt for manager through Resource Link Reports for return to work dates	
Agrees holiday and changes to return to work arrangements with Manager	Agrees holiday and changes to return to work arrangements with employee	Is notified by exception (any changes)	Is notified by exception (any changes)