

Shared Parental Leave – Checklist Procedure
Guidelines for Managers & Employees
November 2024

When:	What the employee should do:	Why:
As early as possible or at least 8 weeks before the start of Shared Parental Leave "SPL"	Inform your line manager of your intention to take SPL, discuss options for leave and submit the notice of entitlement form. If submitted online this will automatically be received by HR, in UniCore, via the HR Helpdesk. An email notification will be received confirming the Service Request (ticket) number.	Earlier conversations with your line manager are encouraged, this will facilitate planning and any back fill to your role.
14 days after SPL notification has been submitted	Produce a copy of the birth certificate or evidence of adoption from the adoption agency. This should be submitted via UniCore using the HR Helpdesk	For audit purposes to ensure all paperwork is confirmed.
At least 8 weeks before the start of Shared Parental Leave	Complete the Shared Parental Leave request form, using the Document of Record in UniCore	Required at least 8 weeks prior to SPL being taken.
Bringing Maternity/adoption leave to an early end	Provide line manager with a curtailment notice to end maternity/adoption leave	A binding notification to formally end maternity/adoption leave is required to make the necessary changes
During Shared Parental Leave	We encourage you to maintain regular contact with your line manager although you are not obliged to do so. Consider the use of SPLiT Days	Having regular contact maintains the relationship and facilitates the use of SPLiT days for work related activities.
During Shared Parental Leave – varying the leave and /or requesting more leave, giving at least 8 weeks' notice before the intended change.	Inform your line manager by requesting a variation to leave.	
At least 8 weeks before the end of Shared Parental Leave	If you wish to return to work ahead of your agreed end to Shared Parental Leave, you must fill out SPL12 and send to your manager as a cancellation.	The 8 week rule applies to all variations/cancellations of SPL to ensure arrangements can be made with enough notice to accommodate these. Failure to give this notice may result in your return to work being delayed.

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Before you intend to return to work	If you wish to apply to return on a different working basis (e.g. job share/reduced hours etc.,) you will need to contact your line manager to discuss options	To allow your line manager time to make any necessary practical arrangements.
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