

The University has a clear commitment to the promotion of equality of opportunity and choice for all employees. It has a positive approach to supporting employees who are working parents through a range of family friendly policies. In order to support this, manager and employees have joint responsibilities to discuss and plan leave.

Discussing Shared Parental Leave (SPL) arrangements with your manager:

To enable you and your manager to discuss the options over SPL, your preferences as an employee and how your manager can support you, it is advised to initiate early conversations as possible, these early conversations are non-binding but do provide an early indication of your intentions.

As a minimum, you need to provide at least 8 weeks' notice and can do this by giving your line manager a 'notice of entitlement' form which details information about your partner, leave periods intended etc., this must be accompanied by your partner's declaration form. You may find the SPL Notification Brochure (see: <http://www.nottingham.ac.uk/hr/SPL>) useful which details what and how you need to notify the University.

You can request continuous leave, which must be approved or discontinuous leave, which must be considered and you can give up to three separate notices in relation to SPL.

Things to consider before you meet:

Ahead of the meeting, you and your partner must meet the eligibility test – there is an individual and joint test in order to take SPL. See the Quick Guide for Eligibility Test for information this at:

<http://www.nottingham.ac.uk/hr/guidesandsupport/maternityparentalsupportandadoption/shared-parental-leave/spl-for-staff/spl-for-staff.aspx>.

If you are eligible you may want to think about:

- How long you wish to take SPL
- If you are the mother, how long you want to take maternity leave for
- As a mother do you want to provide a Curtailment Notice now or after baby is born
- When would you like SPL to start
- How many periods of SPL are you considering
- What are the implications of requesting discontinuous or continuous blocks of leave on the request and/or on your Shared Parental Pay
- Consider how your work may be arranged whilst you are away
- What are your plans for taking annual leave before/after your SPL
- Do you want to be informed of updates during your leave
- Consider your Shared Leave In Touch Days (SPLiT days)

During your Meeting:

Your manager can review the information provided by you and discuss your plans. At this stage you don't have to commit to dates, however, it may be useful to discuss options if you haven't made up your mind.

If you are certain what you want to do, you may wish to fill in the notification forms and give these to your manager at this stage.

Your manager will be responsible for collating and forwarding your information the HR Department to formally acknowledge your SPL and initiate the necessary payroll changes.

Making up your mind: You'll need to fill out the relevant forms and send to your manager:

Form Title	What and When
SPL 1 Maternity Leave Curtailment Notice	Notification of maternity leave ending which must be submitted: <ul style="list-style-type: none"> a. at least 8 weeks after the date of this notification (and) b. After the end of your 2 week compulsory maternity leave period (and) c. At least one week before the date on which your maternity leave would otherwise have ended
SPL 2A Adoption Leave Curtailment Notice	Notification of the adoption leave ending must be submitted: <ul style="list-style-type: none"> a. At least 8 weeks after the date of this notification (and) b. After the end of your 2 week's ordinary adoption leave period (and) c. At least one week before the date on which your additional adoption leave would otherwise have ended
SPL 3 Notice of Entitlement & Intention to take SPL	To be given by the mother to her manager – notification that you are eligible for and that my partner and/or I intend to take a period of SPL – non binding, can be submitted multiple times.
SPL 4A Notice of Entitlement and Intention to Take SPL (Adoption)	To be given by the adopter to her/his manager – notification that you are eligible for and that my partner and/or I intend to take a period of SPL – non binding, can be submitted multiple times.
SPL 5 Fathers declaration to take SPL accompanying mother's entitlement notice	Signed declaration to accompany mother's Notice of Entitlement
SPL 6A Fathers declaration to take SPL to accompany Adopter's entitlement notice	Signed declaration to accompany adopter's Notice of Entitlement
SPL 7 Notice of entitlement letter	To be given by the father/partner of the mother to his/her line manager – notification that you are eligible

	for and that my partner and/or I intend to take a period of SPL – non binding notification that can be submitted multiple times.
SPL 8A Notice of entitlement father or adopter	To be given by the main adopter’s partner of the adopter to his/her line manager - notification that you are eligible for and that my partner and/or I intend to take a period of SPL – non binding notification that can be submitted multiple times.
SPL 9 Mother’s declaration to take SPL accompanying father’s/adopter’s entitlement notice	Signed declaration to accompany father’s/partner’s Notice of Entitlement
SPL 10 Request for SPL	Formal Request to take Shared Parental Leave, which must be submitted 8 weeks before the beginning of the leave starting.
SPL 11 Request to Vary or Cancel SPL	Formal Request to vary/cancel SPL 8 weeks’ notice required.