



Shared Parental Leave: Request Procedure

If you are thinking about taking Shared Parental Leave (SPL) or even thinking about your options, the University encourages you to have early conversations with your line manager to facilitate the planning process and for you to explore the implications on pay, annual leave and to support you before, during and after your SPL.

Your meeting gives the opportunity to:

- Have a look at the eligibility criteria
- Discuss the leave plan(s)
- Review timeframes for leave
- Discuss options on blocks of leave
- Talk about work cover arrangements
- Have a look at SPLiT Days
- Explore contact during leave

Following this meeting and when you decide you do want to take SPL, there are three different steps to take before you can take SPL.

Each step can involve a separate notification being given to your line manager. In practice, these three notices will often be given at the same time.

Your manager will be responsible for discussing arrangements with you and collating your paperwork. This will be shared with the HR Department to acknowledge and process your SPL and pay.

STEP 1: MATERNITY LEAVE SHORTEND (CURTAILMENT NOTICE)

Mum must shorten her maternity leave, and commit to sharing the untaken balance of her maternity leave and pay with her partner, by doing the following:

- Returning to work
- Giving at least 8 weeks' written notice to curtail maternity leave at a specified point in the future
- If not entitled to maternity leave, ending maternity pay/allowance

Revoking the curtailment notice

If a notice to curtail is given before the baby is born it can be revoked up to six weeks after the birth. In these circumstances, the mother will be allowed to serve a second curtailment notice at a later stage. This rule is included to recognise giving birth is a significant change of circumstances which may lead to families changing their plans.

The curtailment notice can be revoked if the partner dies or either parent is not entitled to SPL (eg they do not meet the earnings criteria, or will no longer have responsibility for caring for the child). In these circumstances, there is no further right to make a second leave curtailment notice.



**The University of
Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

For Further Information:
www.nottingham.ac.uk/hr
Email: hr@nottingham.ac.uk
Phone: +44 (0) 11595 15202

STEP 2: ENTITLEMENT & INTENTION NOTICE

Both parents must give their employer a notice of entitlement and intention to take SPL. This step is essentially a non-binding 'heads up'. It allows you and your manager to start a conversation if you haven't already. Realistically, the curtailment notice can also be given at this stage.

The Entitlement Notice needs to contain specific information:

- The names of both parents wanting to use SPL
- The start date and end date of the maternity leave, the balance of leave and pay which remains, and the date the baby was born (or due date)
- How much SPL each partner wants to take
- A non-binding indication of when the employee intends to take their portion of leave
- A declaration by both parents that they meet the qualifying conditions, agree to the leave and pay and agree to information being processed by the University/other employer

The University will take the declaration on trust and there is no obligation for us to liaise with other employers in relation to the leave. However, the University will request further evidential information, which will be retained with the other information; including a copy of the baby's birth certificate and the name/address of the mother's/ partner's employer and must be provided in order to complete the paperwork.

Revoking or varying the entitlement and intention notice

Providing Step 3 hasn't also taken place, both parents can change their mind or cancel the entitlement and intention notice.

STEP 3: PERIOD OF LEAVE NOTICE

Both parents must each notify the University at least 8 weeks before they take SPL and include specific information such as the proposed leave dates and division of pay.

SPL must be taken in blocks of at least one week. It cannot start until the baby is born and must be taken before the baby's first birthday.

Absolute right to request three blocks of SPL

Each partner has the right to request three blocks of SPL. When the terms 'continuous' and 'discontinuous' are used, they refer to each individual block requested, rather than the full leave entitlement taken by a parent over the course of the year.

- **Continuous** - used to describe an individual block of continuous leave (for example, a month off work). Employees have the right to three 'continuous blocks' in the year. If an employee requests a continuous block of SPL then the university must grant the request.
- **Discontinuous** - used to describe the situation where an employee asks to break down a block of leave into a discontinuous pattern of leave with periods of time off and periods back at work (eg a week on, a week off). The University may decline these requests and make the employee take the leave as one of their three continuous blocks instead. The employee can then decide on the length and start date of that continuous block provided they comply with the notice requirement.



Revoking or varying the period of leave notice

You can withdraw or vary a notice to take a period of leave. A variation can be a change of start/end date, or a request to change a continuous period of leave to a discontinuous pattern. Generally, notice to vary or cancel a period of leave must be given at least eight weeks prior to both the original start date of the leave/variation to the start date. This change will count towards one of the three notices you are entitled to give.

Further Information:

- Talk to your manager about your options.
- Contact HR for further advice and guidance:
Email: hr@nottingham.ac.uk
Tel: 0115 951 5202
Visit: www.nottingham.ac.uk/hr