



Windsor Academy Trust

Shared Parental Leave and Pay – Employee Guide

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1. Introduction

Shared Parental Leave allows parents to share the care of their child during the first year of birth or adoption. Its purpose is to increase choice for parents in considering how to best care for and bond with their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP).

2. Eligibility for Shared Parental Leave:

Only two people can use SPL:

- The mother/adopter **and**
- One of the following:
 - The father of the child (in the case of birth) or
 - The spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

All employees requesting to take Shared Parental Leave must satisfy each of the following criteria:

- The mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave.
- If the mother/adopter of the child is not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance.
- The mother/adopter of a child must have ended or given notice to reduce and end any maternity/adoption entitlements. This includes any occupational maternity/adoption pay they may have been entitled to.
- The employee must still be working for the trust at the start of each period of Shared Parental Leave.
- Employees must have at least 26 weeks' continuous service at the end of the 15th week before the child's expected due date/matching date.
- The employee's partner must meet the 'employment and earnings test' requiring them to have worked at least 26 weeks, during the 66 weeks leading up to the child's expected due date/matching date, and earned an average of at least £30 (this figure is correct as of 2016 but may change annually) a week in any 13 of those weeks;
- Employees must correctly notify the trust of their entitlement and provide evidence as required.

3. Shared Parental Leave Entitlement

Eligible employees could be entitled to take up to 50 weeks Shared Parental Leave during the child's first year in their family. The number of weeks available is calculated based on the mother /adopter's entitlement to maternity/adoption leave, which allows up to 52 weeks' leave.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full 52 week's entitlement has been taken and may give notice to curtail (end) their leave at a specified future date, allowing their partner to opt-in to the SPL system.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks.

If they do this, their partner may be entitled to up to 50 weeks of SPL. Entitlement is calculated by deducting the number of weeks of SMP, SAP or MA taken by the mother/adopter from 52.

SPL can commence when:

- The mother has taken the legally required two weeks of maternity leave immediately following the child's birth or the adopter has taken at least two weeks of adoption leave.
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to use any paternity leave entitlements (Paternity leave/pay cannot be taken after SPL/ShPP). **Please note additional Paternity leave is no longer available as this has now been replaced by SPL.**

Where the mother/adopter gives notice to end their maternity/adoption entitlement, the mother/adopter's partner can take SPL while the mother/adopter is still using their maternity/adoption entitlements.

Shared Parental Leave will generally commence on the chosen start date specified in the employees leave booking notice, or in any subsequent variation notice.

Shared Parental Pay may be paid for some or all of the SPL period if the employee is eligible.

Shared Parental Leave must end no later than one year after the birth/placement of the child. Any Shared Parental Leave not taken by the first birthday or first anniversary of placement for adoption will be lost.

4. Notifying the trust of your entitlement to Shared Parental Leave

If you are entitled to and intend to take Shared Parental Leave you will need to give your Head Teacher/Line Manager at least eight weeks written notification of your entitlement and intention to take Shared Parental Leave prior to the start date.

Please complete the required SPL Notification of Entitlement form at Appendix 1 this policy. Failure to provide the trust with the required notification could affect your eligibility to SPL.

5. Requesting further evidence of eligibility

Within 14 days of the SPL entitlement notification request being provided to the trust, you must also provide on request:

- The name and business address of your partner's employer (where your partner is no longer employed or is now self-employed, their contact details must be given instead)
- A copy of the child's birth/matching certificate
- Where the birth/matching certificate have not yet been issued, a declaration of the time and place of the birth/copy of MATB1/evidence of the name and address of the adoption agency, the date on which you were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to SPL, you must produce this information within 14 days of the trusts request.

6. Fraudulent claims

Where there is a suspicion that fraudulent information may have been provided, or where the trust is informed by the HMRC that a fraudulent claim has been made, the allegations will be investigated in accordance with the trust's disciplinary procedure.

7. Discussions regarding Shared Parental Leave

Upon receiving a notification of entitlement to take SPL the trust will arrange an informal discussion with you to talk about your intentions and how you currently expect to use your SPL entitlement.

Upon receiving written notification, a meeting will be arranged to discuss the arrangements if required. (Where notice is for a single period of continuous leave, or where a request for discontinuous leave can, without further discussion be approved, a meeting may not be necessary). At the meeting, you may wish to be accompanied by a workplace colleague or trade union representative.

The purpose of the meeting will be to discuss in detail the leave proposed and what will happen while you are away from work. Where the request is for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to you and the trust, and what the outcome may be if no agreement is reached.

8. Booking Shared Parental Leave

In addition to notifying the trust of your entitlement to SPL/ShPP, you must also give formal notice to take the leave. In many cases, notice to take leave will be given at the same time you provide the "Notification of Entitlement to SPL", using the form at Appendix 1.

However, if you are unable to specify your request for leave at the time you notify the trust of your entitlement, you have the right to submit three notifications specifying leave periods that you are intending to take (unless more are mutually agreed with the trust). Each notification of leave should be submitted on the "Notification of Leave" form at Appendix 2 and may contain either:

- (a) A single period of leave e.g. in weeks OR
- (b) Two or more weeks of discontinuous leave, where you intend to return to work between periods of leave.

SPL can only be taken in complete weeks but may begin on any day of the week e.g. if a week of SPL began on a Tuesday it would finish on a Monday. Where you return to work between periods of SPL, the next period of SPL can start on any day of the week.

You must book SPL by giving the correct notification of at least eight weeks before the date on which you wish to start the leave and (if applicable) receive ShPP.

9. Continuous Leave Notifications

A notification can be for a period of **continuous leave**, which means a number of weeks taken in a single unbroken period (e.g. six weeks in a row).

You have the right to take a continuous block of leave listed in a single notification as long as it does not exceed the total number of weeks of SPL available and that the trust has been given at least eight weeks' notice.

You may submit up to three separate notifications for continuous periods of leave using the form at Appendix 2.

10. Discontinuous Leave Notifications

A single notification may contain a request for two or more periods of **discontinuous leave**. This means asking for a set number of weeks leave over a set period with breaks between the leave where you return to work (e.g. an arrangement where you will take six weeks of SPL and work every other week for a period of three months).

Where there is concern over accommodating leave arrangement, the trust or yourself can seek to arrange a meeting to discuss the notification with a view to agreeing a mutual arrangement that meets both the needs of the you and the trust.

The trust will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, you can either withdraw your request within 15 days of submitting this to the trust, or you can take the leave in a single continuous block.

11. Responding to a Discontinuous Shared Parental Leave notification

Once the Head Teacher receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made. All notices for leave must be confirmed in writing using the form at Appendix 2.

All requests for discontinuous leave must be carefully considered by the trust in weighing up the potential benefits to you and to the trust against any adverse impact on the business.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

You will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part. For example, the trust may propose a modified version of the request to suit both yours and the trust's needs.

If a discontinuous leave pattern is refused then you may withdraw the request without detriment on or before the 15th day after the notification was given. Alternatively, you may take the total number of weeks as stated in the notification in a single continuous block. If you choose to take the leave in a single continuous block, you have until the 19th day from the date the original notification was submitted to choose when you want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If you decide not to choose a start date then the leave will begin on the first leave date requested in the original notification.

12. Variations to arranged Shared Parental Leave

You can vary or cancel an agreed period of SPL provided you advise the trust in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request. Please complete the Notification to take or vary SPL form at Appendix 2.

Any variation or cancellation to the notification, including notice to return to work early will usually count as a new notification. However, a change made due to a child being born early, or made at the trust's

request, will not count as a new notification if you agree to the change. Any variation to SPL dates will be confirmed in writing by the trust.

13. Statutory Shared Parental Pay (ShPP)

You may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount of maternity/adoption pay or maternity allowance previously received by the mother/adopter.

If you want to claim ShPP, you must meet the needs of the following criteria:

- The mother/adopter must be/have been entitled to SMP/SAP or MA and must have reduced their maternity/adoption pay period or maternity allowance period.
- You must intend to care for the child during the week in which ShPP is payable.
- Your average weekly earnings must not be less than the lower earnings limit in force for national insurance contributions during the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date.
- You must remain in continuous employment until the first week of ShPP has begun.
- You must give proper notification in accordance with the rules set out below.

If you are entitled to receive ShPP you must give your Head Teacher/line manager at least 8 weeks written notice advising of your entitlement. (To avoid duplication, please complete this information when providing notice to take SPL where possible).

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include the following:

- The start and end dates of any maternity/adoption pay or maternity allowance;
- The total amount of ShPP available to you, and the amount of ShPP you and your partner each intend to claim ShPP (this is non-binding).
- A signed declaration from yourself confirming that the information you have given is correct, that you meet the criteria for ShPP and that you will immediately inform the trust should you cease to be eligible.

There must also be a signed declaration from your partner confirming:

- Their agreement to you claiming ShPP and for the trust to process any ShPP payments to you.
- (In the case where the partner is the mother/adopter) they must agree to their SMP/SAP or MA being reduced, as well as stopping any occupational maternity/adoption pay entitlements.
- (In the case where the partner is the mother/adopter) they will immediately inform you should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

14. Terms and Conditions during Shared Parental Leave

During the period of SPL, your contract of employment continues and you are entitled to receive all your contractual benefits, except for salary. Any benefits in kind (such as use of a company car, laptop etc.) will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when you are receiving ShPP but not during periods of unpaid SPL. Your pension contributions will be based on actual pay and the trust's contributions will be based on your contractual salary had you not been taking SPL.

15. Do I accrue annual leave during Shared Parental Leave?

You will continue to accrue annual leave during any period of SPL.

Annual Leave for Teachers

During your SPL you will accrue statutory annual leave entitlements of 28 days (5.6 weeks), pro rata for part time employees, under the Working Time Regulations 1998. This includes bank holiday entitlements.

Annual leave entitlement can be offset against any period of trust closure that has taken place during the school year from September to August e.g.

Scenario 1 – Teacher starting maternity leave October taking 26 weeks

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
		Mat Leave										
Trust Closures		1 wk		2 wks		1 wk		2 wks	1 wk		2 wks	4 wks

The Teacher will benefit from 9 weeks of closures from April to August, therefore there will be no additional annual leave entitlement.

Scenario 2 – Teacher starting SPL March taking 26 weeks

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
							SPL	SPL	SPL	SPL	SPL	SPL
Trust Closures		1 wk		2 wks		1 wk		2 wks	1 wk		2 wks	4 wks

The Teacher will have already benefitted from 4 weeks (20 days) of closure from September to February; therefore an additional 8 days will be accrued and carried into the new school year.

Any outstanding leave should be taken on return to work and this can be during term time if there are insufficient closures to accommodate the leave during the leave year. Any annual leave taken during term time must be agreed with the Head Teacher.

If you decide not to return to work following Shared Parental Leave, you will be paid for any holiday entitlement accrued during Shared Parental Leave that has not been taken during the leave year e.g. scenario 2, you would be entitled to 8 days.

Annual Leave for Support Staff

If you have any accrued but unused holiday entitlement before starting SPL, you will be required to take this prior to SPL commencing.

You will continue to accrue both statutory and any additional contractual holiday entitlement (including bank holidays) during SPL, pro rata for part time/term time employees.

Any accrued annual leave should be taken on return from SPL, on gaining approval in advance from your Head Teacher/Line Manager. If working term time, the trust may decide to pay any accrued annual leave, as long as there are enough periods of trust closures for the statutory minimum 28 days to be taken for each leave year.

Example: A member of term time only support staff has taken 26 weeks SPL and has 6 months of annual leave entitlement accrued. During any leave year there are 13 weeks of trust closures (91 days), therefore there are enough trust closures for the 28 days from the current year and the 14 days from the previous year to be taken during the school holidays (total 42 days). In this case the employee will receive payment for the accrued annual leave e.g. if working 39 weeks and paid for 45.6 weeks, the trust would pay the employee 3.3 weeks for the accrued annual leave whilst on Shared Parental Leave.

If you decide not to return to work following Shared Parental Leave, you will be paid for any holiday entitlement accrued. If you resign and have taken more holiday than accrued in the current holiday year, you will be required to repay the equivalent of the excess holiday taken.

16. Contact during Shared Parental Leave

Before your SPL begins, your Head Teacher/line manager will discuss the arrangements with you for keeping in touch during your leave. The trust reserves the right to maintain reasonable contact with you during your SPL. This may be to discuss your plans to return to work, to ensure you are aware of any possible promotion opportunities, to discuss any special arrangements to be made upon your return to work, any training to be given to support your return, or the trust may simply want to update you on developments at work during your absence.

17. Shared Parental Leave in Touch days (SPLIT Days)

As well as staying in contact with your employer during your Shared Parental Leave, if you and your employer both agree you can do up to 20 days work. These are known as 'Shared Parental Leave In Touch Days' (SPLIT Days).

SPLIT days means you can agree to work (or attend training) for up to 20 days during SPL without bringing your period of SPL to an end or having your right to claim ShPP for that week impacted in any way. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The trust has no right to request that you carry out any work, and is under no obligation to offer you any work during your SPL. Any work undertaken is by mutual agreement.

SPLIT days are not limited to your usual job – they could be used for training or other events. With the agreement of the trust, you may use SPLIT days to work part of a week during SPL. You and the trust may use SPLIT days to ease your return to work, allowing a gradual return towards the end of a long period of SPL or to trial a possible flexible working pattern.

18. Returning to work after Shared Parental Leave

You will be formally advised in writing by the trust, the end date of any period of SPL. You will be expected to return to work on the next working day after the specified end date, unless you notify the trust otherwise. If you are unable to attend work due to sickness or injury, the trust's agreed reporting procedure for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If you wish to return to work earlier than the expected return date, you may provide at least eight weeks written notice to vary the leave end date. This will count as one of your notifications. If you have already used your three notifications to book and/or vary leave then acceptance of the early return is at the trust's discretion.

On returning to work after SPL, you are entitled to return to the same job if your combined total statutory maternity/paternity/adoption leave and Shared Parental Leave amounts to 26 weeks or less. The job will be

the one you occupied before commencing maternity/paternity/adoption leave and the most recent period of SPL. You will return on the same terms and conditions of employment as if you had not been absent.

If your maternity/paternity/adoption leave and Shared Parental Leave amounts to 26 weeks or more in aggregate, you are entitled to return to the same job you held before commencing the last period of leave or if this is not reasonably practicable, another job that is both suitable and appropriate and on terms and conditions no less favourable.

19. Taking unpaid Parental Leave after Shared Parental Leave

If after your Shared Parental Leave you take a period of unpaid parental leave for four weeks or less, this will have no effect on your right to return to work. You will still be entitled to return to the same job you occupied before taking the last period of leave if the combined weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks. Further information on unpaid Parental leave is available from your academy.

If you take a period of five weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, you will be entitled to return to the same job you held before commencing the last period of leave. If this is not reasonably practicable you may choose to occupy another job which is suitable and appropriate and on terms and conditions no less favourable.

20. What if I do not want to return to work?

If you decide not to return to work, you must give your employer at least the amount of notice for leaving your job under your contract. It would help your employer if you let them know as soon as you are sure of your intentions.

If you are eligible to receive ShPP you are entitled to receive this up to the 39th week even if your employment ends, or sooner should your shared parental leave end, so long as you don't start work again for a new employer.

21. Further Details

This procedure is not to be regarded as exhaustive. The Governing Body may supplement the provisions contained in this procedure from time to time.

During your Shared Parental Leave, the trust will do its utmost to keep in contact with you sending staff newsletters and updating you on any job vacancies which become available during that time. If you need to discuss any details provided please contact your Head Teacher/Line Manager who will be pleased to provide further advice.

Appendix 1

NOTIFICATION OF ENTITLEMENT & INTENTION TO TAKE SHARED PARENTAL LEAVE

This form should be completed at least 8 weeks before you intend to take Shared Parental Leave. It is important that your Headteacher is given a copy of this form and kept informed of any changes with regard to your Shared Parental Leave arrangements. Please refer to the Trust's Shared Parental Leave policy for details on eligibility and further information before completing this form.

Section 1

Full Name: _____

Address: _____

Academy: _____

Payroll No. _____

Job Title: _____

Relationship with child: Mother Partner Main Adopter

	Date
Child's expected date of birth/date of placement for adoption. <i>*If your child has already been born/adopted please go to next question.</i>	_ _ / _ _ / ____
Child's actual date of birth or date of placement for adoption (if known)	_ _ / _ _ / ____
Start date of your/partner's maternity/adoption leave period? <i>*If no entitlement to maternity/adoption leave, please insert start date of statutory maternity/adoption pay or maternity allowance.</i>	_ _ / _ _ / ____
End date of your/partner's maternity/adoption leave period? <i>*If no entitlement to maternity/adoption leave, please insert end date of statutory maternity/adoption pay or maternity allowance.</i>	_ _ / _ _ / ____

Full name of Partner leave is to be shared with: _____

Additional Information (to be provided within 14 days of request*)**

Business address of partner (**If self-employed/no longer employed, please provide full contact details*):

Copy of birth/matching certificate: Provided to follow

****Where not yet issued please provide a declaration of the time/place of birth/copy of MATB1/documentary evidence of the adoption agencies name and address and date of notification of match.***

Section 2 – Employee notice of reduction in maternity/adoption leave

Please complete this section if you are the mother or main adopter. You must give at least eight weeks' notice of your reduction in maternity/adoption leave. (****you must take a minimum of 2 weeks maternity/adoption leave.***)

I wish my maternity/adoption leave to end on the following date: _____

Signed: _____ Date: _____

Section 3 – Shared Parental Leave Details

Please state the total number of weeks available for Shared Parental Leave	_____ Weeks
Please state the number of weeks of Shared Parental Leave you intend to take	_____ Weeks
Please state the number of weeks of Shared Parental Leave your partner intends to take	_____ Weeks
Please indicate the start and end dates of Shared Parental Leave which you intend to take <i>*If requesting discontinuous leave, please provide further details using the Formal Notice to take SPL form.</i> <i>This indication is non-binding. You must submit a formal period of leave notice for each period of Shared Parental Leave you wish to request in order for it to be binding. Please complete the section below if you would like to request any/all of your periods of leave to be treated as a period of notice</i>	Start Date: __/__/____ End Date: __/__/____
Do you wish the dates indicated for the period(s) of leave to constitute a formal (binding) period of notice? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, for the following dates only: _____ _____ _____ _____	

Section 4 – Shared Parental Pay Details

****The total amount of Shared Parental Pay which may be available is 39 weeks minus the number of weeks' pay already taken by the mother/main adopter as per the dates given in Section 1.***

Total Number of week's ShPP available	_____ Weeks
Number of weeks ShPP you intend to claim	
Number of weeks ShPP you partner intends to claim	_____ Weeks
Indication of start and end dates of your ShPP periods	

Section 5 – Employee Declaration

I confirm that I meet the following conditions:

- I meet or will meet the eligibility conditions and I am entitled to take SPL.
- That the information I have given is accurate to the best of my knowledge.
- I agree to inform the trust immediately if I cease to meet the conditions for entitlement to SPL or ShPP.
- I am the mother/father/main adopter of the child or the partner/civil partner of the mother/main adopter.
- I have or share the main responsibility for the care of the child and I am taking SPL in order to care for the child.
- I have at least 26 weeks continuous service at the 15th week before the child's expected due date/matching date.
- I intend to be in continuous employment until the week before any SPL is taken.
- If I am claiming Shared Parental Pay I have average weekly earnings equal to or above the Lower Earnings Limit during the eight weeks before the 15th weeks before the child's due date/matching date.

****If you are the mother or main adopter:***

- I have submitted a reduction of maternity/adoption leave notice by completing Section 2 of the above.

Signed: _____ Date: _____

Section 6 – Declaration of Shared Parental Leave Partner

Full Name: _____

Address: _____

National Insurance Number: _____

I confirm that I meet the following conditions:

- I am the mother, father, or main adopter of the child or the partner/civil partner of the mother or main adopter.
- At the date of the child's birth or placement for adoption, I have the main responsibility of the child, along with your employee.
- I have at least 26 weeks employment (employed or self-employed) out of the 66 weeks before the child's expected due date/matching date.
- I have average weekly earnings of at least **£30** during at least 13 of the 66 weeks prior to the relevant week.
- I agree to inform your employee immediately if I cease to meet the conditions above.
- I consent to your employee taking SPP and ShPP as set out in Sections 3 and 4 above.

****If you are the mother/main adopter:***

- I have reduced my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time my partner starts Shared Parental Leave.

I consent to you processing the information contained in this declaration.

Signed: _____ Date: _____

Where there is a suspicion that fraudulent information may have been provided, or where the trust is informed by the HMRC that a fraudulent claim has been made, the allegations will be investigated in accordance with the trust's disciplinary procedures.

Appendix 2

FORMAL NOTIFICATION TO TAKE OR VARY A PERIOD OF SHARED PARENTAL LEAVE

This form should be completed and returned to the Headteacher if you wish to request to take a period of Shared Parental Leave or Vary a previously approved request. This form must be submitted in addition to the 'Notice of Entitlement and Intention to take Shared Parental Leave Form. You must give **at least eight weeks' notice** of the start date of the leave.

Please refer to the Trust's Shared Parental Leave policy for details on eligibility and further information before completing this form.

Section 1

Full Name: _____

Address: _____

Academy: _____

Payroll No. _____

Job Title: _____

Relationship with child: Mother Partner Main Adopter

Full name of Partner leave is to be shared with: _____

Request to take Shared Parental Leave (SPL)

Start Date	End Date	Number of Weeks' Leave (<i>*If requesting discontinuous leave, please provide details of proposed leave request on the additional information sheet at the end of this form. Any requests will be considered within 14 days).</i>
--/--/----	--/--/----	
--/--/----	--/--/----	
--/--/----	--/--/----	

Request for Shared Parental Pay (ShPP) if applicable;

Start Date	End Date	Number of Weeks' Pay
--/--/----	--/--/----	
--/--/----	--/--/----	
--/--/----	--/--/----	

Request to Vary or Cancel Previously Requested SPL

Original Shared Parental Leave dates to be varied or cancelled

Start Date	End Date	Number of Weeks' Leave
--/--/----	--/--/----	
--/--/----	--/--/----	
--/--/----	--/--/----	

New Shared Parental Leave dates

Start Date	End Date	Number of Weeks' Leave <i>(*If requesting discontinuous leave, please provide details of proposed leave request on the additional information sheet at the end of this form. Any requests will be considered within 14 days).</i>
--/--/----	--/--/----	
--/--/----	--/--/----	
--/--/----	--/--/----	

New Shared Parental Pay (ShPP) Details (if applicable)

Start Date	End Date	Number of Weeks' Pay
--/--/----	--/--/----	
--/--/----	--/--/----	
--/--/----	--/--/----	

Declaration

I confirm all information provided is accurate to the best of my knowledge. I confirm I have shared responsibility for the child and am requesting SPL to care for the child. If any circumstances change and I cease to be eligible for shared parental leave I will immediately notify the trust. I understand that any suspicion that fraudulent information may have been provided, or where the trust is informed by the HMRC that a fraudulent claim has been made, the allegations will be investigated in accordance with the trust's disciplinary procedures.

Employee's full name (printed): _____

Employee Signed: _____ Date: _____

Employee's partner's full name (printed): _____

Shared Parental Leave Partner Signed: _____ Date: _____