Flowchart: Process for taking Shared Parental Leave – Father/Partner

1. **Submit your booking notice to your College/Support Groups HR at least 8 weeks ahead of the leave start date.**

2. **HR will notify your line manager.**

3. **The mother/lead adopter must first curtail their maternity/adoption leave by either returning to work or submitting a curtailment notice to their employer. Remember, they must take at least 2 weeks' maternity/adoption leave after the baby is born/placed before SPL can begin.**

4. **Form 2B: Father/Partner Notice of Entitlement**

5. **Self declare your and your partner’s entitlement to SPL by submitting Form 2B to College/Support Groups HR at least 8 weeks ahead of any leave you intend to take.**

6. **The mother/lead adopter must curtail their maternity/adoption leave.**

7. **Decide how you wish to pattern and request your leave – whether your duration of leave will be a single continuous block or if you plan to alternate work with leave in discontinuous blocks. Submit Form 3B OR Form 4B to your College/Support Groups HR at least 8 weeks ahead of the leave start date.**

8. **Continuous or Discontinuous Leave?**

9. **Submit your booking notice to your College/Support Groups HR at least 8 weeks ahead of the leave start date. Upon receipt of your booking notice, HR will notify your line manager.**

10. **Discuss the request with your line manager. Submit your booking notice to your College/Support Groups HR at least 8 weeks ahead of the leave start date.**

11. **Form 3B: Father/Partner Booking Notice for a Single Continuous Period**

12. **Form 4B: Father/Partner Booking Notice for a Discontinuous Period**

13. **Optional step – varying or cancelling a booking**

   Under certain conditions, employees can make changes to a booked period of SPL. To vary or cancel the booking, submit Form 5: Contact your College/Supports Group HR Team to confirm options.

14. **A written confirmation letter will be sent within 2 weeks of receipt of the form.**

   * Remember – Paternity Leave is different from SPL and must be taken before SPL begins if you want to use it.

   * Remember – you can opt in at a later date, provided you complete Form 2B at least 8 weeks ahead of any leave you intend to take.

   * Remember – you can submit up to 3 Booking Notices.

   * Optional step – varying or cancelling a booking