

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

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

SPL – in order to request SPL, the Mother/ Lead Adopter must curtail their maternity/ adoption leave.

* Remember – you can opt in at a later date, provided you complete **Form 2B: Father/ Partner SPL Notice of Entitlement Form** at least 8 weeks ahead of any leave you intend to take

The mother/ lead adopter must **first curtail their maternity/ adoption leave** by either returning to work or submitting a SPL Form 1: Maternity/Adoption Curtailment Notice form to their employer. Remember, they must take at least 2 weeks' maternity/ adoption leave after the baby is born/ placed before SPL can begin.

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

Form 2B: Father/ Partner SPL Notice of Entitlement

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: Father/Partner Booking Notice Single Continuous Period of SPL OR Form 4B: Father/Partner Booking Notice Discontinuous Periods of SPL** to your College/ Support Groups HR at least 8 weeks ahead of the leave start date.

Form 3B: Father/Partner Booking Notice Single Continuous Period of SPL

Continuous or Discontinuous Leave?

Form 4B: Father/Partner Booking Notice Discontinuous Periods of SPL

Continuous

Discontinuous

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

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.

Not Approved

Your manager will arrange a meeting with you to discuss alternative options.

Approved

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

*Optional step – varying or cancelling a booking
To vary or cancel the booking, submit SPL **Form 5: Varying/Cancelling Booked SPL**. Contact your College/ Supports Group HR Team to confirm options.

Form 5: Varying/ Cancelling Booked SPL