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

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

**Continuous or Discontinuous Leave?**

- **Continuous**
  - 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.

- **Discontinuous**
  - 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.

**Form 2B: Father/Partner SPL Notice of Entitlement**

- 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.

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

- 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.

- *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.

- 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.

- 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.

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

- Last updated June 2019