|  |
| --- |
| SPL Form 4B: Father/Partner Booking Notice Discontinuous Periods of Shared Parental Leave |
| **Guidance** |
| If you are a Father/Partner, you should complete this form to request **multiple blocks of leave, punctuated by periods of work** (e.g. 4 weeks of SPL, 4 weeks at work, 4 weeks of SPL). As outlined in the University Shared Parental Leave Policy, such a pattern of leave is required to be considered and authorised by your manager and could be refused. Alternatively, separate continuous leave booking notices (Form 3B) could be used for each of the separate blocks of leave.Please read the [Shared Parental Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information about SPL and the terms used. Partner (paternity) Leave is separate to Shared Parental Leave and must be taken before SPL starts. Further information is available at: [Partner Leave policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance). |
| **Section 1: Personal Details (Father/Partner)** |
| Name:  |       |
| Employee Number:  |       |
| **Section 2: Birth/Placement Details** |
| **Expected** or actual date of birth/placement (dd/mm/yyyy):  |       |
| **Section 3: Leave and Pay Details – Booked/Taken Details** |
| Complete the fields in line **B** to calculate the statutory entitlements received so far:

|  |  |  |
| --- | --- | --- |
|  | **Leave** | **Statutory Pay (ShPP only)\*\*** |
| 1. Total shared entitlement (weeks):
 | 52 | 39 |
|
| 1. Weeks already taken/booked by you and/or the person you are sharing leave with (this includes Maternity leave and previous SPL bookings):
 |    |    |
| 1. Remaining weeks available for SPL:
 | 52 | 39 |

\*\* Please speak to the College/ Professional Services Group HR Team for more information regarding eligibility. All University employees are eligible for University enhanced pay, even if they are not eligible to receive statutory payments. If that applies to you, please disregard the Statutory Pay columnYou can be paid any unused weeks of enhanced maternity/adoption pay during your SPL. No combination of enhanced maternity pay and enhanced shared parental pay can exceed 18 weeks’ full pay.  |

|  |
| --- |
| **Section 4: Leave Dates and Pay Options – Request Details** |
| Complete the table below to detail the pay arrangements for this booking period. Start and end dates must cover full weeks, i.e. blocks of 7 calendar days. Please add additional lines if needed. If you have any questions please contact your HR Team for assistance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date (dd/mm/yyyy)** | **End Date****(dd/mm/yyyy)** | **Total number of weeks’ SPL** | **Pay option** (select relevant box) |
| **Full pay** | **Half pay** | **ShPP** | **Unpaid** |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
| **Total number of weeks\*\***: | 0 |  |

**\*\***Total number of weeks cannot exceed Remaining weeks available for SPL in Section 3. |
| **Section 5: Signature** |
| Signature:       | Date (dd/mm/yyyy):       |
| On completion send to your College/Department HR, who will acknowledge receipt and notify your manager: CAHSS: HR.CAHSS@ed.ac.uk CSE: HR.scieng@ed.ac.uk MVM: MVM.HRAdmin@ed.ac.ukISG: HR.InfoServices@ed.ac.uk USG & CSG: HR.SGS@ed.ac.uk  ACE: ace.hr@ed.ac.uk |