People and Money system

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Employee Guide – Shared Parental Leave (SPL)

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Before you begin

This user guide explains how to use People and Money to apply for Shared Parental Leave (SPL) whether you are the mother/lead adopter or partner.

If you are currently on Maternity or Adoption Leave, you (referred to as mother/lead adopter in this guide) will need to curtail that leave before HR Ops can book your SPL Leave.

If you are the partner to someone currently on Maternity or Adoption leave, you (referred to as the Partner in this guide) can submit your Notice of Entitlement once your partner’s leave is curtailed.

You should read the Shared Parental Leave Policy to check your eligibility, entitlement and pay options.

Any existing absences that clash with the leave request should be deleted prior to booking the absence. Please see the section, ‘Editing an Absence before the start date’ within the Employee Guide to Family Leave user guide for further information.
This is the link to the Guide to Shared Parental Leave if you need more in depth information on SPL.

**Mother/lead adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement**

**In Brief …**

Before Shared Parental Leave (SPL), you must curtail your Maternity or Adoption Leave. You must also submit your notice of entitlement. Both of these can be completed on a single form:

1. Download and complete the Curtailment and Entitlement form from the A to Z List of HR Forms | The University of Edinburgh webpage;
2. Submit the form by raising a service request from the Help Desk tab.

For detailed guidance, see the next section

**In Detail …**

If you or your partner plan to use Shared Parental Leave (SPL), you must first curtail your Maternity or Adoption Leave. If you also plan to take SPL, you will need to complete the Notice of Entitlement as well.

To do this:

1. First download the Curtailment and Entitlement form from the A to Z List of HR Forms | The University of Edinburgh webpage;
2. Complete the curtailment section of the form; if you are planning to take SPL, complete the Notice of Entitlement as well. Submit the form by raising a service request.

To raise a service request, log into the People and Money system.

3. From the Homepage click on the Help Desk tab and then the Service Requests app.

If you cannot see the Help Desk tab on the bar, click on the > to move to the next screen.

4. Click on Service Requests.
5. Click on **Create Service Request**.

6. In the **Title** field, enter a summary explanation for the request.
7. Click on the folder next to **Category** and expand **Forms** then **Interim Forms**.

8. Click **Shared Parental Leave** and click **OK**
9. The **Primary Point of Contact** will default to your name. Click on the **plus sign** next to **Attachments** to upload and attach the completed form.

10. Select the **Category (Shared Parental Leave – associated documents)** from the drop down menu.
11. Click on **Choose Files** to upload the form. Click **OK** once the form is loaded.

12. Click **Save and Close** to submit the service request.
On receipt of the form by HR Operations, your eligibility to take SPL will be checked. You will receive a reply to your request via the service request; your line manager will be copied in as well. The reply will include either a confirmation letter or details to explain your ineligibility (if that is the case).

If you are eligible, HR Ops will book your SPL Leave in People and Money as you will not have access to the correct absence Type.

**Mother/lead adopter – Cancellation of curtailment**

A situation could occur where you need to cancel your curtailment to remain on Maternity or Adoption Leave, and no longer take SPL. In this circumstance you will need to complete and submit the Curtailment Cancellation form.

The process to submit the form is the same as the steps of Mother/lead adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement section, please refer to these steps.

1. Download and complete the **Curtailment Cancellation form** from the [A to Z List of HR Forms | The University of Edinburgh](#) webpage.
2.  
3. Submit the form by raising a service request from the **Help Desk** tab.

To raise the service request, log into the **People and Money** system.

4. From the Homepage click on the **Help Desk tab** and then the **Service Requests app.**
If you cannot see the Help Desk tab on the bar, click on the > to move to the next screen.

5. Click on **Service Requests**.

![Image of Service Requests tab and a create request option]

6. Click on **Create Service Request**.

![Image of creating a service request]

7. In the **Title** field, enter a summary explanation for the request.
8. Click on the folder next to **Category** and expand **Forms** and then **Interim Forms**.

9. Click **Shared Parental Leave** and click **OK**.
10. The **Primary Point of Contact** will default to your name. Click on the plus sign next to **Attachments** to upload and attach the form.

11. Select the **Category (Shared Parental Leave – associated documents)** from the drop down.
12. Click on **Choose Files** to upload the form. Click **OK** once the form is loaded.

13. Click **Save and Close** to submit the service request.
Once your form is processed, your maternity record will be updated, and you will receive a reply to your request via the service request confirming the cancellation.

Partner – Notice of Entitlement

Once your partner, who is on Maternity or Adoption Leave, curtails their leave (which is required whether they work at UoE or not), you can submit your Notice of Entitlement to take Shared Parental Leave at the University.

The process to submit the form is the same as the steps of Mother/lead adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement section, please refer to these steps.

Once the HR Ops team receive your request, they will carry out a check to see if you are eligible. If you are eligible, you will receive confirmation of this from HR.

If you are not eligible, you will receive a reply to your service request with information regarding the details of ineligibility. If you are eligible, HR Ops will create the Leave in People and Money for you as you will not have the correct absence type to select when creating the leave.

Booking Leave (continuous and discontinuous)

Once HR Ops have confirmed your entitlement, all periods of SPL must be requested by completing a Booking Notice form. Once completed you or your line
manager will send it to HR by attaching it to a Service Request with the category ‘Shared Parental Leave’. The type of form you need to complete depends on your circumstances. Please see the list below, and click here to download the correct form.

- SPL3A Continuous Booking - Mother/Lead Adopter
- SPL3B Continuous Booking - Partner
- SPL4A Discontinuous Booking - Mother/Lead Adopter
- SPL4B Discontinuous Booking - Partner

If you have any existing leave that will overlap with your SPL dates, you must delete that leave before HR can book your SPL leave.

If continuous leave is chosen, this is automatically approved. If discontinuous leave is chosen, your line manager will need to approve this leave before HR Ops can book the SPL dates for you in People and Money. Your line manager should approve the Discontinuous Booking Notice form and attach this to a Service Request with the category ‘Shared Parental Leave’. HR will acknowledge receipt and notify your line manager.

**SPLIT Days**

If you agree to attend any SPL In Touch (SPLIT) days, your line manager will request these for you.

**Varying/Cancelling Booked Leave**

You can vary/cancel booked leave provided you give 8 weeks’ notice. You must notify HR by completing the Varying/Cancelling Booked Shared Parental Leave form A to Z List of HR Forms | The University of Edinburgh and attach this to a Service Request with the category ‘Shared Parental Leave’.

The process to submit the form is the same as the steps of Mother/lead adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement section, please refer to these steps.