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

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

The mother/ lead adopter must first curtail their maternity/ adoption leave with their employer. If they work of the University they must complete the SPL Curtailment and Entitlement form. 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 the SPL Curtailment and Entitlement form to HR through People and Money at least 8 weeks ahead of any leave you intend to take. HR will be in touch to confirm when you can book your leave in People and Money.

Continuous or Discontinuous Leave?

Discontinuous

Continuous

Book your leave dates by completing SPL Form 3B Father/Partner Booking Notice Single Continuous Period and sending to HR via Service Request in People and Money at least 8 weeks ahead of the leave start date.

Book your leave dates by completing SPL Form 4B Father/Partner Booking Notice Discontinuous Periods and sending to HR via Service Request in People and Money at least 8 weeks ahead of the leave start date.

A written confirmation letter will be sent within 2 weeks

*SPL Form 3B Continuous Booking Notice Father/Partner

*SPL Form 4B Discontinuous Booking Notice Father/Partner

*Optional step – varying or cancelling a booking
To vary or cancel the booking submit SPL Form 5 Varying/Cancelling Booked Shared Parental Leave via an SR in People and Money

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

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