



HCAT Shared Parental Leave Policy

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HCAT Shared Parental Leave Policy

1. Introduction

- 1.1 Shared parental leave (SPL) is a legal entitlement introduced under the Children and Families Act 2014 and applies to parents whose babies are due on or after 5th April 2015. It also applies to children placed for adoption on or after 5th April 2015 and to intended parents through surrogacy arrangements.
- 1.2 Under the Shared Parental Leave Policy the mother/adopter are still entitled to the maximum of 52 weeks maternity/adoption leave (refer to the Maternity and Adoption Leave policy) but can choose to switch part of their maternity/adoption leave and pay into shared parental leave and shared parental pay, providing the eligibility requirements are met. This enables parents to share the caring responsibilities more evenly should they so wish. Unlike maternity/adoption leave, eligible employees can stop and start their SPL and return to work between periods of leave.
- 1.3 In the 52-week period the mother/adopter must take 2 weeks compulsory maternity/adoption leave. Following this, eligible parents will be able to take the remaining maternity leave and pay between them.
- 1.4 Partners will still be able to take two weeks maternity/adoption support leave.
- 1.5 Employees still have a statutory right to take parental leave (unpaid).
- 1.6 Shared parental leave must be taken between the baby's birth and first birthday.

2. Scope

- 2.1 This policy applies to all employees of HCAT (the Trust) including those employed by Academies within the Trust.
- 2.2 This policy also applies to the person (partner) the mother will share Shared Parental Leave (SPL) with.

2. Entitlement to Shared Parental Leave

- 3.1 SPL can be taken by the mother and the child's father or the mother's spouse, civil partner or other partner. The Shared Parental Leave Policy is available to all employees but both parents must meet the qualifying conditions in order for SPL to apply. If the mother does not qualify for maternity leave or maternity allowance, then her partner will not be eligible for SPL or shared parental pay.
- 3.2 Shared parental leave is also available to adoptive parents. Surrogate parents who meet the criteria to apply for a Parental Order will be eligible for adoption leave and pay and shared parental leave and pay if they meet the qualifying criteria.
- 3.3 In order for a parent to take SPL they are required to satisfy the continuity of employment test and the employment and earnings test.

Continuity of employment test

Both the mother/adopter and their partner must have worked for their employers continually for at least 26 weeks up to the 15th week before the expected week of childbirth and are still working for the employer at the start of each shared parental leave period.

Employment and Earnings test

In the 66 weeks leading up to the expected due date of the child the partner has worked for at least 26 weeks and their average gross weekly earnings must be equal to or above the specified threshold known as the lower earnings limit. The partner can be employed, self-employed or an agency worker.

- 3.4 If both parents meet the qualifying requirements, then there will be a joint entitlement to SPL and the parents will have to determine how to divide the leave entitlement once the mother/adopter has decided to curtail their maternity/adoption leave, by completing Form 1, Curtailment of Maternity Leave and Pay /Adoption Leave.
- 3.5 If the mother/adopter does curtail their maternity/adoption leave, then they can opt to participate in SPL and take any remaining weeks as SPL. It is up to the parents to decide how they share SPL; they can either take it in turns, take time off together or they can choose for just the partner to take SPL. Please refer to the guidance at the front of the shared parental leave forms which identifies the relevant forms to be completed in each instance. Example A - mother/adopter and their partner are both eligible for SPL. The mother/adopter ends their maternity/adoption leave after 12 weeks, leaving 40 weeks available for SPL. The mother/adopter then takes 30 weeks SPL, and their partner takes the remaining 10 weeks. Form 2, Notification that Mother is intending to take SPL and Form 4, Notification that Partner is intending to take SPL (for Partner's Employer) should be used in this instance. Where the mother does not intend to take SPL but her partner will be, form 3 should be used.
- 3.6 The child's father is still entitled to two weeks maternity support leave before taking SPL, as SPL is in addition to the maternity support leave entitlement. However, if SPL is started, the child's father will lose any untaken maternity support leave.

4. Shared Parental Leave Process

- 4.1 The total amount of shared parental leave available is 50 weeks, less the 2 weeks spent by the child's mother/adopter on compulsory maternity/adoption leave. SPL can start on any day of the week but can only be taken in complete weeks (so if SPL began on a Wednesday, it would end the following Tuesday).
- 4.2 If the child's mother/adopter wishes to opt into the SPL scheme, they should give at least eight weeks written notice to end their maternity/adoption leave before taking SPL. This is known as a curtailment notice which can be given before or after the birth of the baby, but maternity/adoption leave cannot end until at least two weeks after the baby is born. The employee should complete Form 1 Curtailment of Maternity Leave.
- 4.3 Once a mother/adopter has given notice to end their maternity/adoption leave and either parent has informed the Trust of their entitlement to take SPL then the notice to end maternity/adoption leave is binding and cannot be withdrawn unless: -
 - a) Within 8 weeks of submitting her notice to end maternity/adoption leave it is raised that neither parent qualifies for SPL
 - b) When notice was given before the birth of the baby, it may be withdrawn without a reason up to 6 weeks following the birth
 - c) The mother/adopters partner dies.

Once the curtailment notice has been revoked the child's mother/adopter will be unable to opt back into the scheme unless (b) applies.

- 4.4 In addition to notifying the Trust of an employee's wish to curtail their maternity/adoption leave/pay an employee must also give notice to take the leave. In most cases notice to take leave will be given at the same

time as the notice of entitlement to SPL. Form 2 Notification that mother/adopter is intending to take shared parental leave.

- 4.5 SPL can be taken using 3 separate notices to book leave. Each notice to book SPL can be for either a continuous block or multiple discontinuous blocks. A continuous block is an unbroken period of leave e.g. a period of 6 weeks. Employees have a right to take leave in this way and this cannot be refused.
- 4.6 In order to book a continuous block of SPL the employee should refer to the guidance at the front of the shared parental leave forms as this identifies which forms they should complete according to who is taking SPL. The employee must ensure the completed forms are submitted to their manager at least 8 weeks before any leave begins. Once received the manager should meet with the employee to discuss the application. The employee has the option to be accompanied at the meeting by a trade union representative if they are available or work colleague.

The meeting should be held in private and arranged in advance and the manager should:

- Consider the notification details before the meeting and think about how the impact of the request could be managed
 - Remember that the employee is entitled to take continuous SPL when they want to, and the purpose of the leave is to care for their child
 - Consider what arrangements could be discussed to make the leave as mutually beneficial as possible
 - Prepare questions for the meeting to ensure that all the points are clarified and dealt with
 - Be open minded to suggestions and be flexible where possible
 - Have a two-way discussion and give each other the opportunity to put forward views
 - Discuss how the leave could be accommodated taking account of the employee's workload.
- 4.7 A continuous leave application must be accepted, and the agreement should be confirmed in writing by the manager within 14 days of the date the notification was received. (Letter 1)
- 4.8 An employee can also request a discontinuous block and ask for SPL over a period of time, with breaks in between where the employee returns to work. E.g. 4 weeks SPL followed by 3 weeks back at work followed by a further 3 weeks SPL. The employer is entitled to consider the needs of the Trust before agreeing to discontinuous blocks of SPL.
- 4.9 A meeting should be held within 14 days of the original notification to discuss the request, and the employee has the option to be accompanied at the meeting by a trade union representative if one is available or work colleague. If a discontinuous leave pattern is refused, then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the employee does withdraw the request, it will not count as one or their 3 notices to book SPL. (Letter 2).
- 4.10 A request for discontinuous leave can be rejected if the request is unacceptable and a response should be given to the employee within 14 days of the date of notification. The manager should consider: -
- a) The impact the SPL will have on the Trust/School;
 - b) Would any changes to the SPL reduce the impact on the Trust/School and is this option suitable for the employee (e.g. a request at the financial year end may have a detrimental impact on service delivery, but to take some SPL in February or April could be agreed).
- 4.11 If a discontinuous leave application is accepted, then the manager should confirm this with the employee within 14 days of the notification being received (Letter 1).

If an employee needs to vary or cancel a period of booked leave, then this is permitted providing the employee makes a written request at least 8 weeks before the SPL is due to commence. The letter should include the reason for varying/cancelling the leave and what changes they are seeking. A notice to vary

booked SPL would count as a further notification so if the agreed leave was part of their first notice to book SPL, cancelling or varying would count as a second notification. Any new start date cannot be sooner than eight weeks from the date of the variation request, unless the child is born early.

5. Shared Parental Pay

5.1 Employees have to establish eligibility in order to receive shared parental pay (ShPP) and an employee will be eligible if: -

- The employee has complied with the appropriate notices and declarations;
- The mother/adopter is entitled to statutory maternity/adoption pay but has reduced their maternity/adoption pay period;
- Both parents have the main responsibility for looking after the child;
- The employee will be caring for the child during each week that ShPP is paid;
- Both parents satisfy the continuity of employment test (See section 3.c);
- Both parents satisfy the normal weekly earnings test (See section 3.c).

5.2 Once eligibility is established the ShPP time period and rate of pay is as follows: -

Employed mothers/adopters are entitled to 39 weeks statutory maternity pay when on maternity/adoption leave and if the parents decide to opt into the SPL scheme, then part of the maternity/adoption pay will swap to the partner. The total period of paid leave will not exceed 39 weeks whichever partner takes the leave. If both parents qualify for ShPP they must decide who will receive it and how it will be divided.

5.3 Enhanced statutory/occupational maternity/adoption pay during the first 18 weeks of maternity/adoption pay is only available to the mother/adopter during maternity/adoption Leave and all ShPP will be paid at the current rate of statutory maternity/adoption pay.

5.4 The rate of ShPP is set by the government and details of the rate can be found at <https://www.gov.uk/shared-parental-leave-and-pay/what-youll-get> but currently it is paid at £172.48 or 90% of your average weekly earnings (whichever is lower). NB This figure is the rate for 2023.

It is the employee's responsibility to check they are eligible and leave and pay is based on the declarations and information provided by the employee. If it is discovered ShPP was incorrectly paid and an overpayment is made, the Trust can recover payments.

6. Shared Parental Leave in Touch (SPLIT) Days

6.1 During SPL an employee can request up to 20 Shared Parental Leave in Touch (SPLIT) days. There is no obligation for the manager to offer these days or for the employee to agree to them. SPLIT days can be used where it is felt beneficial for the employee to attend work to undertake a work-related activity, such as a team meeting or a training event.

6.2 SPLIT days are in addition to the 10 Keeping in Touch (KIT) days which are allowed during maternity and adoption leave. Therefore, a mother/adopter can take up to 10 KIT days and 20 SPLIT days without bringing to an end their maternity leave or SPL.

- 6.3 An employee will receive their normal basic rate of pay for time spent at work on a SPLIT day and this will be inclusive of any shared parental pay entitlement.

7. Returning to Work Following Shared Parental Leave

- 7.1 An employee, on returning to work following a period of SPL has an entitlement to return to the same job. If this is not reasonably practicable, i.e. during the absence of the employee there has been a reorganisation, then the employee must be offered a suitable and appropriate job on terms and conditions which are not less favourable.
- 7.2 If an employee wishes to make a change to their hours or other working arrangements on return from SPL, then the employee should make a request using the Trusts flexible working policies available and Sharepoint or from the HR Team.
- 7.3 If an employee makes a decision not to return to work, then the employee should give notice of their resignation in accordance with their contract of employment.

8. Terms and Conditions

- 8.1 An employee's terms and conditions of employment will remain in force during SPL, with the exception of the terms relating to pay.
- 8.2 Employees still accrue annual leave whilst on SPL but cannot take annual, statutory or additional discretionary leave during shared parental leave. Employees should therefore endeavour to take their full entitlement for the current leave year, either before the commencement of SPL or after the end of the SPL or a combination of both. This should be planned in advance and agreement reached with their manager/Headteacher in the normal manner.
- 8.3 If an employee fails to return to work following a period of SPL and resigns from their post, then all leave entitlements will be calculated to the last day of work and monies will be reclaimed if excess leave has been taken.
- 8.4 Any employee who makes a fraudulent claim in accordance with this policy would be subject to the Trust's disciplinary procedure

9. Income Tax and National Insurance Contributions

- 9.1 Shared parental leave is assessable to tax under Schedule E (75) [ICTA 1988, S150; FA 2002, S35]. As such, payments made by the Trust to employees during periods of shared parental leave are subject to tax and national insurance in the normal manner, having regard to rates applicable at the time such payment

10. Review

- 12.1 The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:
- to eliminate discrimination and other conduct that is prohibited by the Act
 - to advance equality of opportunity between people who share a protected characteristic and people who do not share it
 - to foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

12.2 In the development of this policy due regard has been given to achieving these objectives.

12.3 This procedure will be reviewed to respond to any changes in shared parental leave legislation, and at least every three years, in conjunction with the Trust's recognised trade unions.

11. Appendix 1 – Forms 1- 4

The following forms are required in order for a mother and the person she will share Shared Parental Leave (SPL) with – known as the partner - to confirm eligibility and entitlement with their employers. The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP).

What forms need to be completed?			
	Both parents want to take SPL	Only the mother wants to take SPL	Only the partner wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

- For more information about SPL and ShPP please refer to the Shared Parental Leave Policy.
- Parents can use the calculator at www.gov.uk/pay-leave-for-parents to find some of the information needed to complete these forms. Alternatively, you may be able to obtain some information from your employer.
- Parents will need to ensure that they give at least 8 weeks' notice when submitting these forms to their employers.
- Both the parents and employers will need to keep a copy of any completed forms.
- If the mother is in receipt of Maternity Allowance (MA), she will need to notify Jobcentre Plus to curtail this entitlement.

Key abbreviations used in these forms:

SPL	Shared Parental Leave
ShPP	Statutory Shared Parental Pay
SMP	Statutory Maternity Pay
MA	Maternity Allowance

**Form 1: Curtailment of Maternity Leave and Pay (for
Mother's Employer)**

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my maternity leave and/or SMP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my maternity leave will end on the date given in Section B and that my SMP will end on the date given in Section C. I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner to opt into SPL and ShPP, I can only reinstate my SMP if I revoke this notice before the end date given in Section C.	
Mother's surname	
Mother's first name(s)	
Employee Number	
Child's expected date of birth	
Actual date of child's birth (if born)	
SECTION B: Curtailing maternity leave (must be completed)	
Date statutory maternity leave started /is intended to start	
Date statutory maternity leave will come to an end	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
SECTION C: Curtailing maternity pay (only complete if claiming ShPP)	
Date SMP started/is intended to start	
Date SMP will come to an end	
Total number of weeks of SMP that will have been paid at the date that SMP ends	
SECTION D: Signature (must be completed)	
Signature of mother	
Date signed	

**Form 2: Notification that Mother is intending to take SPL (for
Mother's Employer)**

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother's Surname	
Mother's First name(s)	
Employee Number	
Partner's surname	
Partner's first name(s)	
Employee Number	
Partner's Address	
Partner's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) statutory maternity leave	
Date mother's statutory maternity leave ended (or will end)	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
Date mother started (or intends to start) SMP or MA	
Date mother's SMP or MA ended (or will end)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the mother) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Indication of Mother's leave intentions (must be completed but is not binding)	
I (the mother) currently expect to take SPL as follows:	
Note: It will usually be helpful to answer this in a "From... To..." format	
SECTION E: Amount of ShPP available (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the mother) intend to take:	
Total number of weeks of ShPP my partner intends to take:	
I (the mother) currently expect to take ShPP as follows: (It will usually be helpful to answer this in a "From... To..." format)	
SECTION F: Mother's declaration (must be completed)	
The following points apply in all circumstances where a mother is entitled to maternity leave: • I am giving notice that I am entitled to and intend to take SPL • I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below) • I am entitled to maternity leave, my maternity leave period is reduced and the remaining weeks are now available as SPL • I will inform my employer immediately if I am no longer caring for my child • I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice • I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice • I (or my partner) have given a period of SPL notice • The information provided in this declaration is accurate and meets the notification requirements for SPL The following points only apply if Section E has been completed: • I am giving notice that I am entitled to and intend to take ShPP • I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth • I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP	

• I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL) • I intend to care for my child in the weeks I receive ShPP • I will remain employed with this employer until before the date of my first period of ShPP • I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA • The information provided in this declaration is accurate	
Signature of mother	
Date mother signed	
SECTION G: Partner's declaration (must be completed)	
• I am the father of the child, or at the date of the birth I was/will be the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship • I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother) • I have been (or will have been) employed or self-employed in England, Scotland or Wales for 26 weeks of the 66 weeks before the expected week of childbirth • I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of childbirth • I consent to the amount of SPL which the mother intends to take, as set out in Section D above. • I consent to the mother's employer processing the information I have provided • I consent to the amount of ShPP which the mother intends to take, as set out in Section E above. • The information provided in this declaration is accurate	
Signature of partner	
Date partner signed	

**Form 3: Notice confirming that Partner is taking SPL but
mother is not (for Mother's Employer)**

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother's surname	
Mother's first name(s)	
Employee Number (8 digits)	
SECTION B: Confirmation	
• I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant) • I declare that my partner has given notice to their employer to take SPL and/or ShPP. • I consent to my partner's intended claim for SPL and/or ShPP.	
SECTION C: Signature (must be completed)	
Signature of mother	
Date signed	

**Form 4: Notification that Partner is intending to take SPL
(for Partner's Employer)**

SECTION A: General (must be completed)

Please accept this as notification that I (the mother's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).

Partner's Surname	
Partner's First name(s)	
Employee Number	
Mother's surname	
Mother's first name(s)	
Employee Number	
Mother's Address	
Mother's National Insurance number	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	

SECTION B: Maternity entitlement details (all answers that apply must be completed)

Date mother started (or intends to start) maternity leave (if applicable)	
Date mother's maternity leave ended (or will end) (if applicable)	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Date mother started (or intends to start) SMP or MA (if applicable)	
Date mother's SMP or MA ended (or will end) (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)

The total number of weeks of SPL created depends on the mothers leave and pay entitlements:

- If the mother was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid
- If the mother previously revoked her curtailment notice any SPL that was taken by the partner must be deducted

Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the mother intends to take (if applicable)	
SECTION D: Indication of Partner's leave intentions (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
Note: It will usually be helpful to answer this in a "From... To..." format	
SECTION E: Amount of ShPP available (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the partner) intend to take:	
Total number of weeks of ShPP mother intends to take:	
I (the partner) currently expect to take ShPP as follows: (It will usually be helpful to answer this in a "From... To..." format)	
SECTION F: Partner's declaration (must be completed)	
The following points apply in all circumstances: • I am giving notice that I am entitled to and intend to take SPL • I am the father of the child, or at the time of the birth I was/will be the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship • I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of our child at the time of the child's birth (along with the child's mother who has made the declaration below) • I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice • I will give my employer the name and address of the mother's employer or a declaration that she does not have an employer if my employer asks for this within 14 days of the date of this notice • I will inform my employer immediately if I am no longer caring for our child or if my partner revokes her notice to curtail her maternity leave or SMP/maternity allowance period • I (or my partner) have given a period of SPL notice • The information provided in this declaration is accurate and meets the notification requirements for SPL The following points only apply if Section E has been completed: • I am giving notice that I am entitled to and intend to take ShPP • I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth • I intend to care for my child in the weeks I receive ShPP • I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL) • I will remain employed with this employer until before the date of my first period of ShPP • The information provided in this declaration is correct	

Signature of partner	
Date partner signed	
SECTION G: Mother's declaration (must be completed)	
The following points apply in all circumstances: • I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above) • I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA. • I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth • I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of birth • I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement • I consent to my partner's intended SPL as set out in Section D above • I consent to my partner's employer processing the information I have provided • The information provided in this declaration is accurate and meets the notification requirements for SPL The following points only apply if Section E has been completed: • I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP • I consent to my partner's intended ShPP as set out in Section E above • I will immediately inform my partner if I revoke the reduction of my SMP or MA • I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided • The information provided in this declaration is correct	
Signature of mother	
Date mother signed	

12. Appendix 2 and 3 – See Sharepoint