

Shared Parental Leave Policy

In accordance with Children and Families Act – Shared Parental Leave Regulations 2014

Employee Relations Team
HROD
June 2015

TABLE OF CONTENTS

Policy Statement

- 1 Purpose
- 2 Legislative Framework
- 3 Scope of Policy
- 4 Eligibility for Shared Parental Leave
- 5 Qualifying Criteria – Shared Parental Leave
- 6 Qualifying Criteria – Shared Parental Pay

Procedure

- 7 Entering into Shared Parental Leave and Pay Arrangements
- 8 Formal Notice – Entering, Varying or Cancelling a Period of Leave
- 9 Shared Parental Leave – In Touch Days
- 10 Sickness during Shared Parental Leave
- 11 Returning To Work After Shared Parental leave
- 12 Other Entitlements
- 13 Providing False Information
- 14 Other Support for Parents

APPENDICES

Appendix 1 – Notification of Entitlement & Intention to Take (Council employee – mother)

Appendix 2 – Notification of Entitlement & Intention to Take (Council employee – partner)

Appendix 3 – Notice to Take a Period of Shared Parental Leave

Appendix 4 – Notice to Vary or Cancel a Period of Shared Parental Leave

Policy Statement

Manchester City Council is committed to attracting, developing and retaining a world class workforce. It aims to deploy all talent and experience available in the most flexible and efficient manner. In developing a flexible workforce it recognises the importance of helping employees balance their work and home life as well as meeting service delivery requirements.

The Shared Parental Leave Regulations provide an opportunity for new parents to take advantage of additional flexibility. This policy has been written to help those eligible parents decide if Shared Parental Leave will benefit them and how it may be used alongside or instead of traditional maternity or adoption leave.

Shared Parental Leave should not be confused with ordinary parental leave, which is unaffected by shared parental leave. Ordinary parental leave is the entitlement to up to 18 weeks' unpaid leave.

1. Purpose

Shared Parental Leave Regulations (2014) introduces a new statutory right giving parents of a newborn infant or a child newly placed for adoption the opportunity to share up to a maximum of 50 weeks' maternity leave and 39 weeks of pay if they meet the necessary eligibility criteria. It will provide the opportunity for parents to take advantage of additional flexibility in the way they choose to care for a new arrival to the family with the intention of allowing families more choice over how they look after their child in the first year.

Eligible mothers will therefore be able to volunteer to end their maternity leave and pay (where applicable) early to create leave and pay which they can share with the child's father or their partner as shared parental leave and pay. Parents can choose to opt in to shared parental leave at any time so long as there is some untaken maternity leave to share.

2. Legislative Framework

This policy has been written in compliance with, and is applicable to the following legislation:

- Children and Families Act (2014) - Shared Parental Leave Regulations (2014)
- Employment Act (2002)
- Equality Act (2010)

3. Scope

Shared Parental Leave Regulations came into force on 1 December 2014 and are open to the parents of children expected to be born on or placed for adoption after 5 April 2015.

These arrangements cover all employees employed by Manchester City Council. Schools may choose to adopt this policy for staff directly employed by schools. Agency Workers are not entitled to Shared Parental Leave.

4. Eligibility for Shared Parental Leave

Shared Parental Leave applies to:

- The mother (or expectant mother) of a child or person with whom the child is, or is expected to be placed for adoption
- The partner, this is the father of the child, or the person who is married to, or the civil partner or partner of the mother (or expectant mother) of a child, or person with whom the child is, or is expected to be placed for adoption

A partner is a person (whether of a different sex or the same sex) who lives with the mother or person with whom the child is, or is expected to be placed in an enduring family relationship but is not their child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

To be eligible for shared parental leave with the Council, an employee must:

- be a mother, father or main adopter of a child
- share equal care and responsibility for a child with their partner at the time of birth or placement for adoption
- be entitled to maternity/adoption leave or to statutory maternity/adoption pay

5. Qualifying Criteria – Shared Parental Leave

Parents wishing to enter into shared parental leave must satisfy the following conditions to qualify for eligibility and entitlement:

a) Continuity of employment test

- The employee must have 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth (EWC) or at the week in which the main adopter was notified of being matched with the child (relevant week), and should still be employed until the week before any period of shared parental leave is to be taken.

b) Employment and earnings test

- The other parent must have worked (in an employed or self employed capacity) for at least 26 of the 66 weeks' immediately before the baby's expected due date/matching date earning an average of at least £30 per week in any 13 of the 66 weeks in question.

Where eligibility criteria has been met by both parents they will both be entitled to Shared Parental Leave with the ability to convert a period of maternity/adoption leave into shared parental leave. Parents must decide how this leave will be taken with the option to either alternate the leave or be at home together.

The total amount of SPL available is 52 weeks less the weeks spent by the child's mother on maternity leave or less the weeks of adoption leave taken by either the employee or the partner (or the weeks in which the mother has been in receipt of Statutory Maternity Pay or Maternity Allowance if she is not entitled to maternity leave and in respect of adoption, the weeks in which the partner has been in receipt of Statutory Adoption Pay if they were not entitled to adoption leave).

The mother/main adopter cannot start SPL until after the compulsory maternity/adoption leave period, which lasts until two weeks after birth has been taken.

The father/partner, if eligible, must take statutory paternity leave and pay which is in addition to shared parental leave before any period of shared parental leave can be entered into.

6. Qualifying Criteria – Shared Parental Pay

Shared Parental Pay is available up to a maximum of 39 weeks less any weeks of statutory maternity pay, maternity allowance or statutory adoption pay already taken by the employee or their partner.

Shared parental pay is paid in line with statutory maternity pay whereby;

- the first 6 weeks of the 39 week period available is paid at 90% of average earnings
- followed by 33 weeks paid at the current lower statutory maternity pay rate of set by the government each year, or 90% of average weekly earnings if this is less.

To be eligible for shared parental pay the gross average earnings of both the mother or the person with whom the child is, or is expected to be placed and their partner should be assessed and must be equal to or above the lower earnings limit threshold (currently £111 per week) in the 8 weeks leading up to the qualifying week (i.e. the 15th week before the week in which the baby is due to be born, or the week that the adopter is notified of being matched with the child.)

PROCEDURE

7. Entering into Shared Parental Leave and Pay Arrangements

Notification of entitlement and intention to take SPL

Formal requests for shared parental leave must include the following information:

- The employee's name and other parent's name;
- The start and end dates of the mother's or main adopter's maternity/adoption leave (or the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave)
- The expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement;
- The amount of SPL and ShPP available and an indication of how much each parent intends to take (this indication is not binding and may be varied at a later date by a subsequent written notice signed by both parents);
- A declaration that the employee meets the conditions for entitlement to SPL, the information provided is accurate and that the employee will notify the Council immediately if they cease to meet the conditions for entitlement; and
- A declaration from the other parent containing his or her name, address and National Insurance number, confirmation that s/he meets the employment and earnings conditions, consents to the amount of leave the employee intends to take and will immediately inform the Council if s/he ceases to satisfy the employment and earnings conditions.

To ensure that the required information and declarations are provided forms are included in appendix 1 and 2, to be completed by either the mother/main adopter and/or the partner.

Employees must confirm their request in writing at least 8 weeks before the start date of the first period of shared parental leave providing the necessary information and signed declaration.

Notice of curtailment of statutory maternity/ adoption leave and pay

If the parents meet the qualifying requirements and wish to take shared parental leave and/or pay, the mother or main adopter must curtail (or cut short) their maternity leave and pay or adoption leave and pay.

Forms at appendix 1 and 2 contain a written notice to curtail maternity/adoption leave and pay. This must be submitted at the same time as the notice of entitlement and intention to take shared parental leave, giving at least 8 weeks' prior notice of the date on which maternity/adoption leave and pay is to end. The remaining maternity/adoption leave and pay available will then be converted into shared parental leave.

Notice of curtailment is usually binding, but may be revoked in the following circumstances:

- If it becomes apparent that neither parent is entitled to SPL or ShPP;
- If the curtailment notice was given before the birth and is revoked within six weeks of the birth (in this case another curtailment notice can be submitted); or
- If the other parent dies.

Evidence Requirements

The following evidence of entitlement is required:

- a) a copy of the child's birth certificate or if one has not been obtained a signed declaration of the child's date and place of birth; or
- b) one or more documents from the adoption agency showing the agency's name and address and the expected placement date
- c) the name and address of the partner's employer or a declaration that they have no employer.

Any such request will be made by the Council within 14 days of receiving the employee's notice of entitlement and intention to take SPL and ShPP. The employee should supply this information either with the evidence of entitlement or intention to take shared parental leave form or within 14 days of submitting the form (or within 14 days of the birth of the child if the Council's request was made before the child was born).

Multiple Contracts of Employment

An employee with more than one job is entitled to take Shared Parental Leave if they are entitled to maternity leave under each contact of employment held.

Shared parental leave and/or pay can only be created if the mother curtails maternity leave and/or pay under each contract of employment held.

Shared Parental Leave and Pay will still equate in total to 52 weeks leave and 39 weeks pay less the amount of maternity leave and pay taken by the mother.

8. Formal Notice - Requesting, Varying or Cancelling a Period of Leave

Before a period of leave can be taken, employees will need to submit a formal notice to take a Period of Leave.

Employees are entitled to submit a maximum of three combined formal notices to take, vary or cancel a 'Period of Leave' by completing the corresponding formal notice requests at appendix 3 and 4 respectively.

The minimum block of time for any 'Period of Leave' is one week with the maximum not exceeding the combined leave available. (i.e. 52 weeks)

Each notice requesting a 'Period of Leave' to 'Vary a Period of Leave' or to 'Cancel a Period of Leave' must be given at least eight weeks before the start date of the period.

Any changes in start and end dates of Leave or Variances must be stated together with the dates on which ShPP will be claimed, if applicable.

When Varying a Period of Leave employees are entitled to:

- change the start date for a period of leave, or the length of the leave, by notifying their manager in writing at least eight weeks before the original start date and the new start date.

- change the end date for a period of leave by notifying their manager in writing at least eight weeks before the original end date and the new end date.
- combine split periods of leave into a single continuous period of leave by notifying their manager in writing at least eight weeks before the start date of the first period.
- request that a continuous period of leave be split into two or more discontinuous periods with periods of work in between.

The following situations do not count as a Variation of Leave Notice:

- if a notice is withdrawn within 15 days of providing it;
- if dates are changed due to the child being born earlier or later than the EWC or the child being placed earlier or later than the expected placement date
- if the variation in dates is at the request of the Council/manager.

Requests to take Continuous Leave

If the Period of Leave notice is for a single continuous block of shared parental leave the employee will be entitled to take the leave as set out in the notice.

If the Period of Leave notice includes more than 1 period of leave (discontinuous), the manager will seek to accommodate the request where possible.

The manager has 14 days to consider the request and may:

- consent to the discontinuous leave period; or
- propose an alternative pattern or dates for the periods of leave; or
- refuse the discontinuous leave request.

If no agreement is reached within 14 calendar days of the notice requesting the 'Period of Leave' being submitted the employee can:

- take the discontinuous periods of leave requested in one continuous block, beginning on the original start date; or
- take the continuous block starting on a new date, as long as the new date is later than the original start date, and the Council is notified of the new date within 19 calendar days. If the employee does not choose a start date the leave must start on the start date of the first period of leave requested in the period of leave notice; or
- withdraw the request within 15 calendar days of the request being submitted. If the request is withdrawn in these circumstances it will not count as one of the three formal requests.

9. Shared Parental Leave In Touch Days (SPLit Days)

Each parent is entitled to up to 20 'shared parental leave in touch' (SPLit) days during shared parental leave where employees may, in agreement with their employer, ask or be asked to work (including attending training) for up to 20 days during the shared parental leave period (this is additional to the 10 KIT days allowed during maternity and adoption leave).

SPLit days, as with KIT days may be worked at anytime during the shared parental leave period by both parents except during the first two weeks after the baby is born as this is a compulsory maternity leave period which must be taken by the mother.

Both the employer and employee must agree these days and the type of work to be undertaken in advance. These days are not compulsory and the employee is entitled to refuse the opportunity without suffering any detriment.

Managers may make reasonable contact with the employee during a period of Shared Parental Leave although this should be kept to a minimum and may include making contact to discuss arrangements for the employees return to work.

Employees will be paid at their normal basic rate of pay for time spent working on SPLit days and work undertaken during SPL will not have the effect of extending the employee's shared parental leave. Pension contributions will be payable for SPLit days.

10.Sickness during Shared Parental Leave

If an employee is sick and unable to care for the child, then they are not entitled to take shared parental leave. An employee must be paid sick pay rather than statutory shared parental pay when they are sick if eligible. Shared parental pay would recommence after the Statutory Sick Pay period ends.

11. Returning to Work after Shared Parental Leave

If an employee wishes to return to work early following a period of shared parental leave 8 weeks written notice of the new return date must be given and will count as one of the three Period of Leave notices.

An employee is entitled to return to the same job on the same terms and conditions as if they had not been absent, where their total statutory leave taken in relation to that child is 26 weeks or less in aggregate, even if the leave is taken in discontinuous blocks.

If an employee has taken any combination of statutory leave, any additional maternity/adoption leave or ordinary parental leave which totals more than 26 weeks', they are entitled to return to the same job. If, however, there is some reason (other than redundancy) why it is not reasonably practicable for an employee to return to their original job they will be entitled to be offered suitable alternative work on terms and conditions no less favourable than if they continued to be employed in their old job.

Extending SPL

Employees who wish to extend their shared parental leave are entitled to do so as long as there remains unused SPL entitlement. A written Period of Leave notice must be given 8 weeks in advance of the return date.

Employees who have already given the maximum of 3 Period of Leave notices will not be able to extend their SPL without agreement.

12. Other Entitlements during Shared Parental Leave

Post disestablished

If an employee's position is disestablished whilst an employee is on a period of leave under Shared Parental Leave arrangements, the employee is entitled to be offered a suitable vacancy if one exists.

Rights during Shared Parental Leave

Employees are entitled to receive all of the normal terms and conditions of the contract of employment, including annual holiday entitlement, with the exception of normal pay.

Pension

Pension contributions will continue to be made by the Council during the period when the employee is in receipt of pay, including statutory maternity pay, maternity allowance or shared parental pay, but not during any period of unpaid maternity leave.

Change in Employee's Circumstances

It is possible that a parent's circumstances may change after periods of SPL have been agreed. This could prove difficult for the Council if the change is advised at short notice and arrangements to cover the post are already in place. In such circumstances, the Council may decide to hold the employee to the agreed arrangements.

13. Providing False Information

It is the employee's responsibility to ensure that the information provided on the shared parental leave declaration is accurate.

If the Council suspects that fraudulent information may have been provided or where the Council has been informed by the HMRC that a fraudulent claim was made, the Council may use the Disciplinary Policy and Procedure to investigate the matter further, which could lead to action up to and including dismissal.

14. Other Support for Parents

Other relevant support policies that exist in relation to dependents include:

- Maternity Leave Policy
- Adoption Leave Policy
- Paternity Leave Policy
- Maternity Support Leave Policy
- Parental Leave Policy
- Flexible Working Policy
- Childcare Voucher Scheme

Information on these policies can be found on the intranet.

Appendices

SHARED PARENTAL LEAVE POLICY



MANCHESTER
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Appendix 1 – Notification of Entitlement & Intention to Take (Council employee – mother)



**MANCHESTER
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Shared Service Centre

Manchester City Council

**Application for Shared Parental Leave
Notification of Entitlement and Intention to Take**

Please read the guidance on Shared Parental Leave before proceeding

To be completed if you are an employee of Manchester City Council and are the MOTHER / MAIN ADOPTER of the child.

ALL SECTIONS MUST BE COMPLETED.

PLEASE NOTE: This form must be submitted at least 8 weeks before the start date of the first period of Shared Parental Leave

Section A – Basic Details			
Employee Surname:		Employee Forename(s):	
Personnel Number:		Employee Contact No.	
Directorate:		Department:	
Manager Name:		Manager Contact No.	
Expected due date/Date of placement for adoption: <i>(if notification is prior to birth/adoption)</i>			
Actual date of birth/adoption placement date:			
Start date of maternity or adoption leave :		End date of maternity or adoption leave :	
Start date of maternity or adoption pay :		End date of maternity or adoption pay :	
Section B – Shared Parental Leave			
Maximum number of weeks available: <i>(52 weeks minus number of weeks taken according to dates outlined in Section A)</i>			
Number of weeks leave you intend to take:			
Number of weeks leave the other parent intends to take:			
Please detail the start and end dates of shared parental leave that you intend to take. This should tally with the number of weeks you have indicated above. These dates are an <u>indication only</u> and are non-binding. To make your first formal request please complete the Notice to Take a Period of Shared Parental Leave Application form.		Start Date(s):	End Date(s):

Section C – Shared Parental Pay

Maximum number of weeks available:
(39 weeks minus number of weeks taken according to the dates outlined in Section A)

Number of weeks pay you intend to take:

Number of weeks pay the other parent intends to take:

Please detail the start and end dates of shared parental pay that **you** intend to take. This should tally with the number of weeks you have indicated above.

Start Date(s):

End Date(s):

Section D – Notice to Curtail Maternity/Adoption Leave

I wish my maternity/adoption leave to end on the following date: _____

N.B. If on maternity leave, this date must be two weeks after the birth/adoption date.

You must give at least 8 weeks notice of your curtailment date.

Signed: _____

Section E – Notice to Curtail Maternity/Adoption Pay

I wish my maternity/adoption pay to end on the following date: _____

You must give at least 8 weeks notice of your curtailment date.

Signed _____

Section F – Employee Declaration

I can confirm that I meet the following conditions and that the information I have provided on this form is accurate:

- I am the mother/main adopter of the child
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child
- I have at least 26 weeks' continuous service at the 15th Week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I intend to be in continuous employment until the week before any Shared Parental Leave is taken
- In the event of claiming Shared Parental Pay, I have average weekly earnings equal to or above the Lower Earnings Limit over the 8 week period ending with the expected week of birth or adoption placement
- I agree to inform the Council immediately if I cease to meet the conditions for entitlement to Shared Parental Leave or Shared Parental Pay.
- I have/will provide evidence of the child's Birth Certificate or necessary adoption paperwork

I, _____ as the mother/main adopter, am entitled to statutory maternity leave, statutory maternity pay or maternity allowance, and have submitted a curtailment of maternity/adoption leave and pay notice by completing Section D above, or I have ended my maternity/adoption leave by returning to work.

Signed:

Date:

Section G – Parental Declaration

This section **must** be completed by the father/partner:

Surname:		Forename(s)	
Contact No.		National Insurance No.	

Name & Address of Employer (*if employed*)

I can confirm that I meet the following conditions and that the information I have provided on this form is accurate:

- I am the mother, father or main adopter of the child, or the spouse, partner or civil partner of the mother or main adopter of the child
- I have/will have (or share with the other parent) the main responsibility for the care of the child
- I have been employed for 26 out of the 66 weeks' (in an employed or self employed capacity) prior to the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I have at least 26 weeks employment (employed or self-employed) out of the 66 weeks immediately before the expected week of childbirth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I have average weekly earnings of at least £30 per week in any 13 of the 66 weeks immediately before the expected week of childbirth or the week in which the main adopter was notified of having been matched for adoption with the child
- I agree to inform your employee immediately if I cease to meet the conditions above
- I consent to your employee taking Shared Parental Leave and Shared Parental Pay as set out in Sections B and C of this form
- I consent to the Council receiving this declaration and processing the information I have provided

Signed:

Date:

Section G – Manager's Confirmation

I confirm that I am aware that the above mentioned employee is requesting Shared Parental Leave and in doing so is giving notice to curtail maternity/adoption leave.

I understand that the dates provided are indicative and are therefore non-binding and subject to change.

I await the submission of a Formal Notice to Request a Period of Shared Parental Leave.

Managers Name:

Signed:

Date:

Please Return to Personnel Administration at:

Email:

employeelifecycle@manchester.gov.uk

Address:

Statutory Changes Team, Shared Service Centre, Level 2, Town Hall Extension, Manchester City Council, Manchester, M60 2LA



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Manchester City Council

**Application for Shared Parental Leave
Notification of Entitlement and Intention to Take**

Please read the guidance on Shared Parental Leave before proceeding

To be completed if you are an employee of Manchester City Council and are the PARTNER OF THE MOTHER / MAIN ADOPTER of the child.

ALL SECTIONS MUST BE COMPLETED.

PLEASE NOTE: This form must be submitted at least 8 weeks before the start date of the first period of Shared Parental Leave

Section A – Basic Details			
Employee Surname:		Employee Forename(s):	
Personnel Number:		Employee Contact No.	
Directorate:		Department:	
Manager Name:		Manager Contact No.	
Expected due date/Date of placement for adoption: <i>(if notification is prior to birth/adoption)</i>			
Actual date of birth/adoption placement date:			
Start date of maternity or adoption leave :		End date of maternity or adoption leave :	
Start date of maternity or adoption pay :		End date of maternity or adoption pay :	
Section B – Shared Parental Leave			
Maximum number of weeks available: <i>(52 weeks minus number of weeks taken according to dates outlined in Section A)</i>			
Number of weeks leave you intend to take:			
Number of weeks leave the other parent intends to take:			
Please detail the start and end dates of shared parental leave that you intend to take. This should tally with the number of weeks you have indicated above. These dates are an <u>indication only</u> and are non-binding. To make your first formal request please complete the Notice to Take a Period of Shared Parental Leave Application form.		Start Date(s):	End Date(s):

Section C – Shared Parental Pay

Maximum number of weeks available:
(39 weeks minus number of weeks taken according to the dates outlined in Section A)

Number of weeks pay you intend to take:

Number of weeks pay the other parent intends to take:

Please detail the start and end dates of shared parental pay that **you** intend to take. This should tally with the number of weeks you have indicated above.

Start Date(s):

End Date(s):

Section D – Employee Declaration

I can confirm that I meet the following conditions and that the information I have provided on this form is accurate:

- I am the father/adopter of the child, or the partner of the mother or main adopter
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child
- I have at least 26 weeks' continuous service at the 15th Week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I intend to be in continuous employment until the week before any Shared Parental Leave is taken
- In the event of claiming Shared Parental Pay, I have average weekly earnings equal to or above the Lower Earnings Limit over the 8 week period ending with the expected week of birth or adoption placement
- I agree to inform the Council immediately if I cease to meet the conditions for entitlement to Shared Parental Leave or Shared Parental Pay
- I have/will provide evidence of the child's Birth Certificate or necessary adoption paperwork

I, _____ as the father/ adopter/ partner of the mother, can confirm that the mother/partner or main adopter is entitled to statutory maternity leave, statutory maternity pay or maternity allowance, and has submitted a curtailment of maternity/adoption leave and pay notice, or will have done so at least 8 weeks before the start date of the first period of Shared Parental Leave, or has ended maternity/adoption leave by returning to work.

Signed:

Date:

Section E – Parental Declaration

This section **must** be completed by the mother/main adopter:

Surname:

Forename(s)

Contact No.

National Insurance No.

Name & Address of Employer (*if employed*)

I can confirm that I meet the following conditions and that the information I have provided on this form is accurate:

- I am the mother or main adopter of the child
- I have/will have (or share with the other parent) the main responsibility for the care of the child
- I have been employed for 26 out of the 66 weeks' (in an employed or self employed capacity) prior to the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I have at least 26 weeks employment (employed or self-employed) out of the 66 weeks immediately before the expected week of childbirth or at the week in which the main adopter was notified of having been matched for adoption with the child
- I have average weekly earnings of at least £30 per week in any 13 of the 66 weeks immediately before the expected week of childbirth or the week in which the main adopter was notified of having been matched for adoption with the child
- I agree to inform your employee immediately if I cease to meet the conditions above
- I consent to your employee taking Shared Parental Leave and Shared Parental Pay as set out in Sections B and C of this form
- I consent to the Council receiving this declaration and processing the information I have provided
- I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance and have given notice to curtail that leave and pay/allowance or will have done so at least 8 weeks prior to the first period of Shared Parental Leave in order to create a Shared Parental Leave entitlement.

Signed:

Date:

Section F – Manager’s Confirmation

I confirm that I am aware that the above mentioned employee is requesting Shared Parental Leave and in doing so is giving notice to curtail maternity/adoption leave.
 I understand that the dates provided are indicative and are therefore non-binding and subject to change.
 I await the submission of a Formal Notice to Request a Period of Shared Parental Leave.

Managers Name:

Signed:

Date:

Please Return to Personnel Administration at:

Email:

employeelifecycle@manchester.gov.uk

Address:

Statutory Changes Team, Shared Service Centre, Level 2, Town Hall Extension, Manchester City Council, Manchester, M60 2LA

Appendix 3 – Notice to Take a Period of Shared Parental Leave



**MANCHESTER
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Shared Service Centre

Manchester City Council

Application for Shared Parental Leave Notice to Take a Period of Shared Parental Leave

Please read the guidance on Shared Parental Leave before proceeding

PLEASE NOTE:

- This form must be submitted at least 8 weeks before the start date of the first period of Shared Parental Leave
- You must have submitted the Notification of Entitlement and Intention to Take form
- Up to 3 combined requests to take, vary or cancel leave may be submitted
- Submitting this form it will count as one of the 3 requests

Section A – Basic Details			
Employee Surname:		Employee Forename(s):	
Personnel Number:		Employee Contact No.	
Directorate:		Department:	
Section B – Request to take Shared Parental Leave			
Please detail the start and end dates of shared parental leave requested.	Start Date(s):		End Date(s):
Section C – Request to take Shared Parental Pay (if applicable)			
Please detail the start and end dates of shared parental pay requested.	Start Date(s):		End Date(s):
<p>Note:</p> <p>If the Period of Shared Parental Leave notice is for a single continuous block you will be entitled to take the leave as set out in this notice.</p> <p>If the Period of Shared Parental Leave notice includes more than 1 period of leave (discontinuous), the manager will seek to accommodate the request where possible and will confirm the outcome within 2 weeks.</p>			

Section D – To be completed by the manager

I confirm that due consideration has been given to the request and I,:

consent to the discontinuous period of leave as set out above

propose the alternative pattern or dates

Start Date(s):	End Date(s):

regret to inform you that your request for the proposed period of discontinuous leave cannot be granted

Signed (Manager):

Date:

Information for the employee:

If the proposed alternative pattern is not suitable or your request for discontinuous leave has been declined you can:

- **withdraw the request within 15 days of the request being submitted**
- **take the discontinuous leave in one continuous block beginning on the original start date**
- **take the discontinuous leave in one continuous block beginning on a new start date and notify the Council within 19 days of the request being submitted of the new date (the new start date must be later than the original)**

Employee declaration:

I wish to:

withdraw the request within 15 days of the request being submitted

take the discontinuous leave in one continuous block beginning on the original start date

take the discontinuous leave in one continuous block beginning on _____

Signed (Employee):

Date:

Please Return to Personnel Administration at:	
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Email:	employee lifecycle@manchester.gov.uk
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Address:	Statutory Changes Team, Shared Service Centre, Level 2, Town Hall Extension, Manchester City Council, Manchester, M60 2LA
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Appendix 4 – Notice to Vary or Cancel a period of Shared Parental Leave



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Shared Service Centre

Manchester City Council

Application for Shared Parental Leave Notice to Vary or Cancel a Period of Shared Parental Leave

Please read the guidance on Shared Parental Leave before proceeding

PLEASE NOTE:

- This form must be submitted at least 8 weeks before the start date of the period of Shared Parental Leave
- You must have submitted the Notice to Take a Period of Shared Parental Leave form
- Submitting this form it will count as one of the 3 combined requests to take, vary or cancel a period of shared parental leave

Section A – Basic Details			
Employee Surname:		Employee Forename(s):	
Personnel Number:		Employee Contact No.	
Directorate:		Department:	
Section B –			
Original Shared Parental Leave/Pay dates		New Shared Parental Leave/Pay dates	
Start Date(s):	End Date(s):	Start Date(s):	End Date(s):
Section D – To be completed by the manager			
I confirm that due consideration has been given to the request and I,:			
<input type="checkbox"/> consent to the new pattern of leave as set out above			
<input type="checkbox"/> regret to inform you that your request to vary a your original period of leave cannot be granted			
Signed (Manager):		Date:	

Information for the employee:

If your request to vary leave has been declined you can:

- withdraw the request within 15 days of the request being submitted

Employee declaration:

I wish to:

withdraw the request within 15 days of the request being submitted

continue with original dates as set out above

Signed (Employee):

Date:

Please Return to Personnel Administration at:

Email: employeelifecycle@manchester.gov.uk

Address: Statutory Changes Team, Shared Service Centre, Level 2, Town Hall Extension, Manchester City Council, Manchester, M60 2LA