

Shared Parental Leave Policy

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1. Policy Statement

- 1.1 This policy is designed to provide a framework for a consistent and timely to approach to the new and expectant parents.
- 1.2 The policy is intended to promote an employee's awareness of their rights and entitlements, and conforms to the NHS Staff Council Conditions of Service, the Employment Act 2002 and other current legislation.
- 1.3 All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave and statutory Shared Parental Pay (ShPP).
- 1.4 Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child during the first year following birth or adoption. Its purpose is to give parents more flexibility in considering how to best share caring responsibilities depending on their preferences and circumstances.
- 1.5 Unlike maternity/adoption leave, eligible employees can stop and start their SPL and return to work between periods of leave. Parents can decide whether the benefits of Shared Parental Leave will work for them and how it could be used alongside, or instead of, traditional Maternity or Adoption leave.
- 1.6 Parents remain entitled to take maternity, paternity and adoption leave. However, an eligible mother or adopter may now choose to reduce their maternity/adoption leave early and opt in to SPL. A birth mother must take at least two weeks maternity leave following the birth of a child (four weeks for manual work in a factory environment) but can otherwise choose to end her maternity leave at any stage. An adopter can end their adoption leave once they have taken it for two weeks.
- 1.7 This policy should be read in conjunction with the Maternity, Paternity and Adoption Leave Policies, which are other types of leave available following the birth or adoption of a child.

2. Roles and Responsibilities

2.1 Line Manager Responsibilities

- Ensure that they understand their obligations within this policy.
- Ensure that all staff are aware of this policy and understand their entitlements and obligations within this policy.
- Promote and implement employment practices in accordance with this policy, supporting staff wellbeing and enabling a healthy work/life balance.
- Process all paperwork in a timely manner, keeping a record in the employees personnel file.
- Seek help and advice from HR when matters are complex or further guidance is required.
- Line managers should consider that if an NHSmail account password is not changed within 90 days the account will be disabled, after a further 90 days the account is deleted. Therefore email accounts for staff on long-term absence need to be managed to ensure they are not deleted as part of this automated inactive account deletion process. The line manager should contact IT prior to the first 90 to ask them to ensure the email account is not disabled.

2.2 Employee Responsibilities

- Ensure that they understand their obligations within this policy.
- Understand their entitlements in line with this policy, their employment contract and if applicable personal circumstances.
- Submit all paperwork in a timely manner.

- Seek help and advice from their line manager or HR when matters are complex or further guidance is required.

2.3 Human Resources Responsibilities

- Ensure that the ICB has robust HR policies and procedures in place which are legally compliant and adhere to the principles of fairness, equality and diversity.
- Advise the Associate Director of Governance and Corporate Affairs of any non-compliance with this policy for consideration of further action.

3. Scope

- 3.1 This document applies to staff employed by NHS Coventry and Warwickshire Integrated Care Board ('the ICB') including those who are seconded out to another organisation, and will be applied consistently and equitably to all staff. It does not apply to staff employed by other organisations and seconded into the ICB (those staff are the responsibility of their substantive employer), agency staff or contractors (e.g. those engaged on a contract for service).

4. Part 1 – Principles

- 4.1 Training and support will be provided to all Line Managers in the implementation and application of this policy.

Eligibility to Shared Parental Leave

- 4.2 Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.
- 4.3 Additionally an employee seeking to take SPL must satisfy each of the following criteria:
- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
 - the employee must still be working for the ICB at the start of each period of SPL;
 - the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
 - the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks;
- 4.4 The employee must correctly notify their Line Manager of their entitlement and provide evidence as required.

Shared Parental Leave Entitlements

- 4.5 Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.
- 4.6 A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.
- 4.7 If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their

entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

4.8 SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child.
- The adopter can take SPL after taking at least two weeks of adoption leave.
- The father/partner can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

4.9 Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements. Please note where the mother/adopter curtails their leave; this will draw an end to any occupational maternity entitlements which are still in place at the time of the curtailment.

4.10 SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).

4.11 If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).

4.12 SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

Entitlement to Statutory Shared Parental Pay

4.13 Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

4.14 ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

4.15 In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the week in which ShPP is payable;
- the employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
- the employee must remain in continuous employment until the first week of ShPP has begun;
- the employee must give proper notification in accordance with the rules set out below.

Contractual Rights

4.16 All contractual rights, apart from remuneration, will continue to accrue during the all SPL periods.

Annual Leave

4.17 Annual leave will continue to accrue during SPL, whether paid or unpaid.

- 4.18 Where the amount of accrued leave would exceed the normal carry over provisions, the manager and employee should agree arrangements for the leave to be taken either prior to or immediately following the SPL period.
- 4.19 In exceptional circumstances, where leave cannot be carried over for operational reasons, payment in lieu of annual leave may be considered.
- 4.20 All SPL, including unpaid SPL, will count as service for the purpose of satisfying the service qualification for accruing additional annual leave entitlements.
- 4.21 Bank Holiday leave is accrued whilst on paid or unpaid SPL.

Paternity Leave

- 4.22 The partner of a new mother/adopter may be entitled to paternity leave and pay. Please refer to the Maternity Support (Paternity) Leave Policy.

Pension

- 4.23 Unless an Employee has chosen to opt-out of the pension scheme, contributions will be deducted from salary as normal during paid SPL and continue to be payable during unpaid leave. On return to work, arrears of contributions will be recovered and deducted from salary over an agreed period of time, NHS SBS Shared Services will write to the individual to confirm the arrears and repayment plan.

Contact during Shared Parental Leave

- 4.24 Before an employee's SPL begins, the Line Manager will discuss the arrangements for them to keep in touch during their leave. The ICB reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

Shared Parental Leave in Touch Days

- 4.25 An employee can agree to work for the ICB (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.
- 4.26 The ICB has no right to require the employee to carry out any work, and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the organisation and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.
- 4.27 An employee, with the agreement of their Line Manager, may use SPLIT days to work part of a week during SPL. The Line Manager and the employee may use SPLIT days to affect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

Pay Progression Framework

- 4.28 The expectation is that an employee on maternity leave will progress through a pay progression gateway on the due date if concerns have not been raised about the employee's capability prior to maternity leave commencing.

Fraudulent Claims

- 4.29 The ICB can, where there is a suspicion that fraudulent information may have been provided or where the organisation has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the Disciplinary Policy and Procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

5. Email management during absence.

- 5.1 Line managers should consider that if an NHSmail account password is not changed within 90 days the account will be disabled, after a further 90 days the account is deleted. Therefore email accounts for staff on long-term absence need to be managed to ensure they are not deleted as part of this automated inactive account deletion process. The line manager should contact IT prior to the first 90 to ask them to ensure the email account is not disabled.

6. Equality

- 6.1 In applying this policy, the ICB will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.
- 6.2 This policy has been reviewed in relation to having due regard to the Public Sector Equality Duty (PSED) of the Equality Act 2010 to eliminate discrimination, harassment, victimisation; to advance equality of opportunity; and foster good relations. Due regard to the protected characteristics has been given that comprises two linked elements: proportionality and relevance. The weight given to equality should therefore be proportionate to its relevance to a particular function. It should also be noted that there will be policies/proposals that have no impact and little relevance to equality. This policy is specific to a target group defined in the eligibility criteria.

7. Monitoring and Review

- 7.1 This policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.
- 7.2 Implementation and operation of this policy will be monitored on an annual basis by the ICB Leadership Team. It will also be assessed on an ongoing basis as part of the monthly review of performance of ICBs and the annual governance review of ICBs undertaken by the NHS England ICB Transition team.

8. Data Protection

- 8.1 In applying this policy, the ICB will have due regard for the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data protection principles. Data Subject Rights and freedoms will be respected and measures will be in place to enable employees to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing

of personal information. Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

1. Part 2 – Procedure

2. Notification of Shared Parental Leave

- 1.1 An employee entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL.
- 1.2 Part of the eligibility criteria requires the employee and the employee's partner to provide the ICB with the correct notification. This notification must be provided as a signed declaration utilising the Notification of Shared Parental Leave form in Appendix 1.

Requesting Further Evidence of Eligibility

- 1.3 The ICB may, within 14 days of the SPL entitlement notification being given, request:
 - the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead)
 - in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth).
 - in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption
 - In order to be entitled to SPL, the employee must produce this information within 14 days of any request by the ICB representatives.

3. Accessing Shared Parental Pay

- 1.4 Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.
- 1.5 In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:
 - the start and end dates of any maternity/adoption pay or maternity allowance;
 - the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
 - a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the ICB should they cease to be eligible.
- 1.6 It must be accompanied by a signed declaration from the employee's partner confirming their agreement to the employee claiming ShPP and the organisation to process any ShPP payments to the employee; and, where the partner is the mother/adopter, that they have:
 - reduced their maternity/adoption pay or maternity allowance;
 - will immediately inform their partner should they cease to satisfy the eligibility conditions.
- 1.7 Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

Discussions Regarding Shared Parental Leave

- 1.8 An employee considering/taking SPL is encouraged to contact their Line Manager to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the organisation to support the individual.
- 1.9 The line manager may upon receiving a notification of entitlement to take SPL seek to arrange an informal discussion with the employee to talk about their intentions and how they currently expect to use their SPL entitlement.
- 1.10 Upon receiving a leave booking notice the Line Manager will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave, or where a request for discontinuous leave can without further discussion be approved in the terms stated in the employee's notice booking leave, a meeting may not be necessary.
- 1.11 Where a meeting is arranged it should take place in private and be arranged in advance. If the initial date is problematic then another date will be arranged if possible. If an alternative date cannot be arranged then the meeting may be held over the telephone.
- 1.12 At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.
- 1.13 The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the department, and what the outcome may be if no agreement is reached.

Booking Shared Parental Leave

- 1.14 In addition to notifying the ICB of entitlement to SPL/ShPP, an employee must also give notice to take the leave (at least eight weeks). In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL. The form should be completed in Appendix 2 (birth) or Appendix 3 (adoption).
- 1.15 The employee has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.
- 1.16 SPL can only be taken in complete weeks but may begin on any day of the week. (For example if a week of SPL began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.) The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

4. Continuous leave notifications

- 1.17 A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).
- 1.18 An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.
- 1.19 An employee may submit up to three separate notifications for continuous periods of *leave*.

5. Discontinuous leave notifications

- 1.20 A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave

where the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).

- 1.21 Where there is concern over accommodating the notification, the organisation or the employee may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the department (see “Discussions regarding Shared Parental Leave” above).
- 1.22 The Line Manager will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

6. Responding to a Shared Parental Leave Notification

- 1.23 Once the Line Manager receives the leave booking notice, it should be dealt with as soon as possible, but a response will be provided no later than 14 days after the leave request was made.
- 1.24 All notices for continuous leave should be confirmed in writing.
- 1.25 All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the organisation against any adverse impact to the business.
- 1.26 Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.
- 1.27 The employee will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the line manager may propose a modified version of the request.
- 1.28 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 chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

7. Variations to Arranged Shared Parental Leave

- 1.29 The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise their Line Manager in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.
- 1.30 Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee’s right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the ICB requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the line manager.

8. Notifying Payroll about Shared Parental Leave

- 1.31 The employee and line manager must ensure that Payroll are notified of leave booked and pay entitlements by fully completing both the HR5 and HR5a Forms and returning them to People Services.

9. Notifying Payroll about SPLIT Days worked

- 1.32 Where an employee works a SPLIT day, the employee and line manager must ensure that payroll are notified of the days worked by fully completing HR2 Form and returning it to People Services.

10. Returning to Work After Shared Parental Leave

- 2.0 The employee will have been formally advised in writing by their Line Manager of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they

notify the organisation otherwise. If they are unable to attend work due to sickness or injury, the organisation's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

- 2.1 If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give their Line Manager at least eight weeks' notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book and/or vary leave then the organisation does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.
- 2.2 On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.
- 2.3 If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.
- 2.4 If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.
- 2.5 If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

11. Amendments to Working Patterns

- 3.0 The ICB understands that employees returning to work after the birth or adoption of a child may wish to review their working arrangements to assist with their new childcare commitments. If this is the case they should refer to the ICB's Flexible Working Policy.

Appendix 1: Notification of Shared Parental Leave

105 NHS Coventry & Warwickshire ICB

Form Completion Date:	
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Notification Details	
Employee Name:	
Assignment Number:	
Name of other parent	
Expected Date of Childbirth / Adoption:	
Maternity/Adoption Leave Dates:	
Amount of Shared Parental Leave available:	
Amount of Shared Parental Leave Intended to take:	
Expected Shared Parent Leave Date(s): <i>Please indicate if a single continuous block, or discontinuous leave</i>	
Maternity/Adoption Pay/Allowance Dates:	
Please confirm the amount of ShPP available, the amount of ShPP you, the employee, and your partner each intend to claim, and provide a non-binding indication of when the you expect to claim ShPP:	

Employee Declaration	
I confirm that:	
<ul style="list-style-type: none"> We meet, or will meet, the eligibility conditions and I am entitled to take Shared Parental Leave; The information provided is accurate; If I (or my partner) cease to be eligible, I will immediately inform my line manager. 	
SIGNED:	
PRINT NAME:	
DATE:	

Partner Declaration	
Partner Name	

Partner Address	
Partner National Insurance Number	
<p>I confirm</p> <ul style="list-style-type: none"> • I am the mother/adopter of the child / the father of the child / Partner of the mother/adopter; (Please delete as appropriate) • I satisfy the 'employment and earnings test', and had at that date of the child's birth or placement for adoption the main responsibility for the child, along with the above aforementioned employee; • I consent to the amount of Shared Parental Leave that the employee intends to take; • I consent to the ICB processing the information contained in this declaration form; and • I will immediately inform my partner should I cease to satisfy the eligibility conditions (in the case if the partner is the mother/adopter). 	
SIGNED:	
PRINT NAME:	
DATE:	
RELATIONSHIP TO THE EMPLOYEE:	

Appendix 2: Shared Parental Leave Booking Notice (Birth Parents)

105 NHS Coventry & Warwickshire ICB

Use this form to opt into the shared parental leave scheme following the birth of a child. A separate form is available for adoptive parents.

Form Completion Date:	
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Basic Information	
Employee Name:	
Assignment Number:	
Relationship to Child:	<input type="checkbox"/> Child's Mother <input type="checkbox"/> Child's Father <input type="checkbox"/> Mother's Partner
Expected week of childbirth:	
Actual date of birth (if known):	

Confirmation of Maternity Leave, Statutory Maternity Pay or Maternity Allowance	
Guidance notes:	
<p><i>If you are the mother, please give your Maternity leave dates below. <u>If you are still on Maternity Leave you must also submit a maternity leave curtailment notice to bring your Maternity leave to an end.</u></i></p>	
<p><i>If you are the child's father or the mother's partner, please give the mothers Maternity Leave dates. If she is not entitled to Statutory Maternity Leave (for example she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity pay (SMP) or Maternity Allowance (MA) period as applicable. She must give her employer notice to curtail her Maternity Leave period as appropriate.</i></p>	
Maternity Leave / Statutory Maternity Pay/ Maternity Allowance start date:	
Maternity Leave / Statutory Maternity Pay/ Maternity Allowance end date:	
Total Maternity Leave / Statutory Maternity Pay/ Maternity Allowance Outstanding (Weeks):	

Shared Parental Leave	
Guidance notes:	
<p><i>The total shared parental leave (SPL) available is 52 weeks minus the mothers Maternity Leave, Statutory Maternity Pay, or Maternity Period (see above Total Maternity Leave).</i></p>	

The first period of Shared Parental leave cannot start until at least two weeks after the child is born and at least eight weeks after you submit this booking notice.

Total Shared Parental Leave available (whole weeks):

Number of whole weeks' SPL intended to be taken by you:

Number of whole weeks' SPL intended to be taken by the person you will share your SPL with:

Indication of the dates you would like to take shared parental leave:

Statutory Shared Parental Pay

Guidance notes:

The total statutory shared parental pay (SSPP) available is 39 weeks minus the mother's SMP or MA period.

The Total SSP available (whole weeks):

Number of whole weeks' SSPP intended to be taken by the child's mother:

Number of whole weeks' SSPP intended to be taken by child's father/mother's partner:

Indication of dates you would like to take SSPP:

Employee's Declaration

Guidance notes:

"Child" means the child referred to in the Basic Information.

I confirm that:

- I am the child's mother and I am entitled to Statutory Maternity Leave. I have submitted a curtailment of maternity leave notice (or will submit it before the person I am sharing SPL with take SPL at least eight weeks before the first date on which I intend to take Shared Parental Leave).
OR
- I am the child's Father or Mothers Partner with carer responsibilities at the time of the child's birth.

I also confirm that:

- I had at least 26 weeks continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.
- My normal weekly earnings in the eight week period ending with in the 15th week before the EWC were not less than the lower earnings limit (*delete if not applicable*)
- I expect to share the main responsibility for the care of the child with the person who has completed the following declaration (declaration by person taking shared parental leave with the employee)
- I intend to care for the child during each week that I am on shared parental leave and receiving SSPP.
- I will immediately inform my manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or SSPP.
- The information I have given in this notice is accurate.

SIGNED:

PRINT NAME:

DATE:

Partner's Details and Declaration

Guidance notes:

"The employee" and "the child" are the employee and child referred to in the basic information section.

NAME:

ADDRESS:

NATIONAL INSURANCE NUMBER:

YOUR EMPLOYER'S NAME AND ADDRESS (IF EMPLOYED) OR YOUR BUSINESS ADDRESS IF SELF-EMPLOYED.

I confirm that:

- I am the mother of the child and I am (or was) entitled to Maternity Leave, Statutory Maternity Pay or Maternity Allowance. I have curtailed my Maternity Leave, Shared Maternity Pay or Maternity Allowance, or will have done so by the time your employee starts parental leave.*
OR
- I am the child's father.

OR

- I am the partner of the child's mother.

I also confirm that:

- I expect to share the main responsibility for the care of the child with your employee. I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the Expected Week of Childbirth.
- My average weekly earnings are at least £30, taking the 13 highest-earning weeks immediately before the EWC.
- I consent to your employee taking shared parental leave and claiming SSPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.
- I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.

SIGNED:	
PRINT NAME:	
DATE:	
RELATIONSHIP TO THE EMPLOYEE:	

Appendix 3: Shared Parental Leave Booking Notice (Adoptive Parents)

105 NHS Coventry & Warwickshire ICB

Use this form to opt into the shared parental leave scheme for primary adopters, who have received notice a child will be placed with them. A separate form is available for birth parents.

Basic Information	
Employee Name	
Assignment Number	
I am the person with whom a child is, or is expected to be, placed for adoption;	
Anticipate matching date	
Actual date of birth (if known)	

Confirmation of Adoption Leave, Adoption Pay	
Guidance notes: <i>If you are the primary adopter, please give your adoption leave dates below. <u>If you are still on Adoption Leave you must also submit an adoption leave curtailment notice to bring your adoption leave to an end.</u></i> <i>If you are not the primary adopter, please give the primary adopters Adoption leave dates. If they are not entitled to Adoption Leave (for example they are an agency worker, self-employed or unemployed), give the dates they started and ended (or will end) their Statutory Adoption Pay (SAP) or Adoption Leave (AL) period as applicable. They must give their employer notice to curtail their AL period as appropriate.</i>	
Adoption Leave / Statutory Adoption Pay start date	
Adoption Leave / Statutory Adoption Pay/ end date	
Total Adoption Leave / Statutory Adoption Pay Outstanding (Weeks)	

Shared Parental Leave	
Guidance notes: The total shared parental leave (SPL) available is 52 weeks minus the primary adopters Adoption Leave, Statutory Adoption Pay, or Total Adoption Leave / Pay. The first period of Shared Parental leave cannot start until at least eight weeks after you submit this booking notice.	

Total Shared Parental Leave available (whole weeks)	
Number of whole weeks' SPL intended to be taken by you.	
Number of whole weeks' SPL intended to be taken by the person you will share your SPL with.	
Indication of the dates you would like to take shared parental leave.	

Statutory Shared Parental Pay	
Guidance notes:	
The total statutory shared parental pa (SSPP) available is 39 weeks minus the primary Adopters Statutory Adoption Pay period.	
The Total SSP available (whole weeks)	
Number of whole weeks' SSPP intended to be taken by the child's mother.	
Number of whole weeks' SSPP intended to be taken by child's father/mother's partner.	
Indication of dates you would like to take SSPP.	

Employee's Declaration
Guidance notes:
"Child" means the child referred to in the Basic Information.
I confirm that:

- I am the primary adopter and I am entitled to Statutory Adoption Leave. I have submitted a curtailment of adoption leave notice (or will submit it before the person I am sharing SPL with take SPL at least eight weeks before the first date on which I intend to take Shared Parental Leave).
- OR
- I am the partner of primary adopter with carer responsibilities at the time of the child's placement.

I also confirm that:

- I had at least 26 weeks continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.
- My normal weekly earnings in the eight week period ending with in the 15th week before the EWC were not less than the lower earnings limit (*delete if not applicable*)
- I expect to share the main responsibility for the care of the child with the person who has completed the following declaration (declaration by person taking shared parental leave with the employee)
- I intend to care for the child during each week that I am on shared parental leave and receiving SSPP.
- I will immediately inform my manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or SSPP.
- The information I have given in this notice is accurate.

SIGNED:	
PRINT NAME:	
DATE:	

Partner's Declaration

Guidance notes: "The employee" and "the child" are the employee and child referred to in the basic information section.

NAME:

ADDRESS:

NATIONAL INSURANCE NUMBER:

YOUR EMPLOYER'S NAME AND ADDRESS (IF EMPLOYED) OR YOUR BUSINESS ADDRESS IF SELF-EMPLOYED.

I confirm:

- I am the primary adopter of the child and I am (or was) entitled to Adoption Leave, Statutory Adoption Pay. I have curtailed my Adoption Leave or Adoption Pay or will have done so by the time your employee starts parental leave.
OR
- I am the partner of primary adopter with carer responsibilities at the time of the child's placement.

I also confirm:

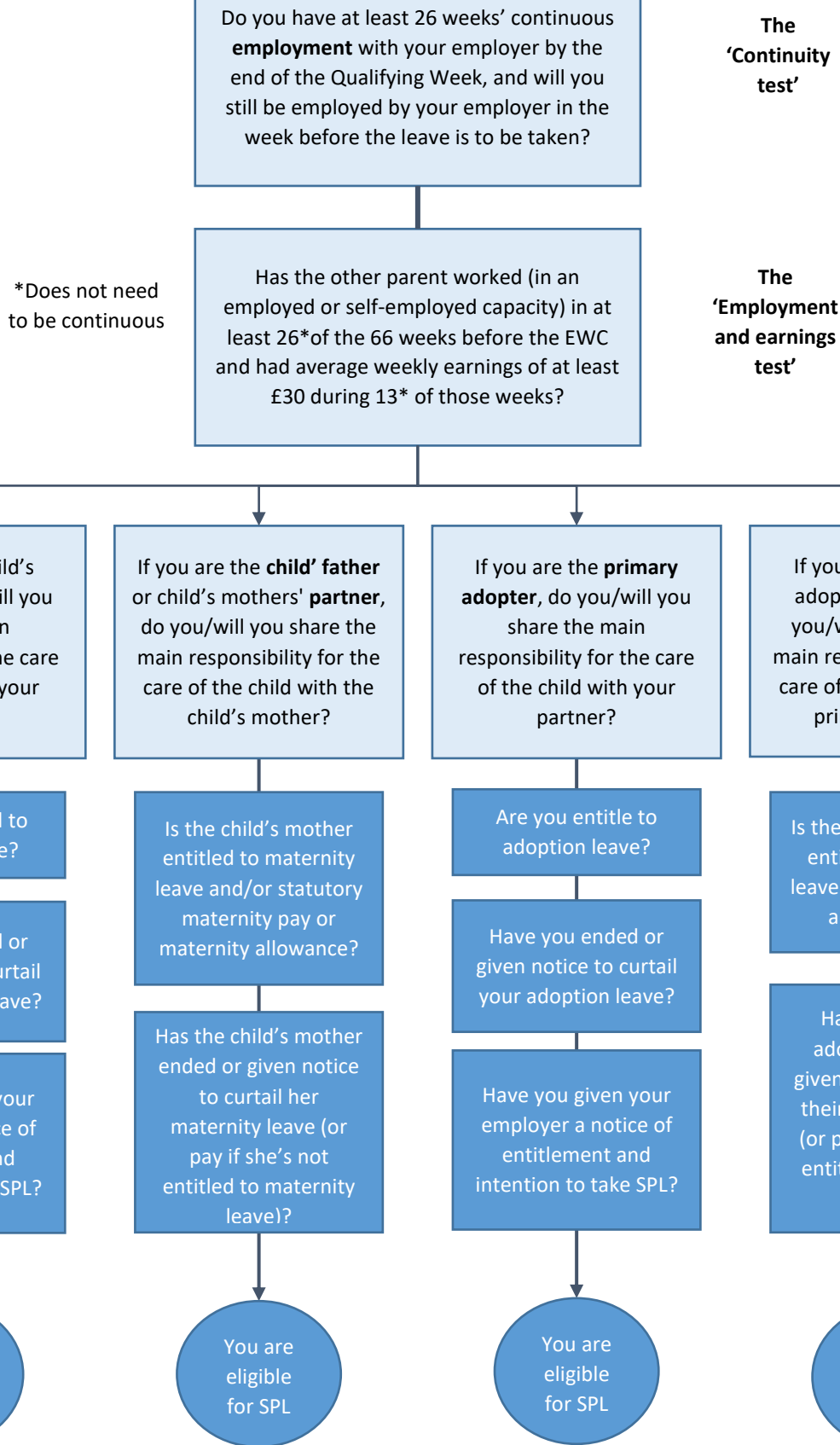
- I expect to share the main responsibility for the care of the child with your employee. I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the Expected Week of Placement.
- My average weekly earnings are at least £30, taking the 13 highest-earning weeks immediately before the EWC.
- I consent to your employee taking shared parental leave and claiming SSPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.
- I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.

SIGNED:

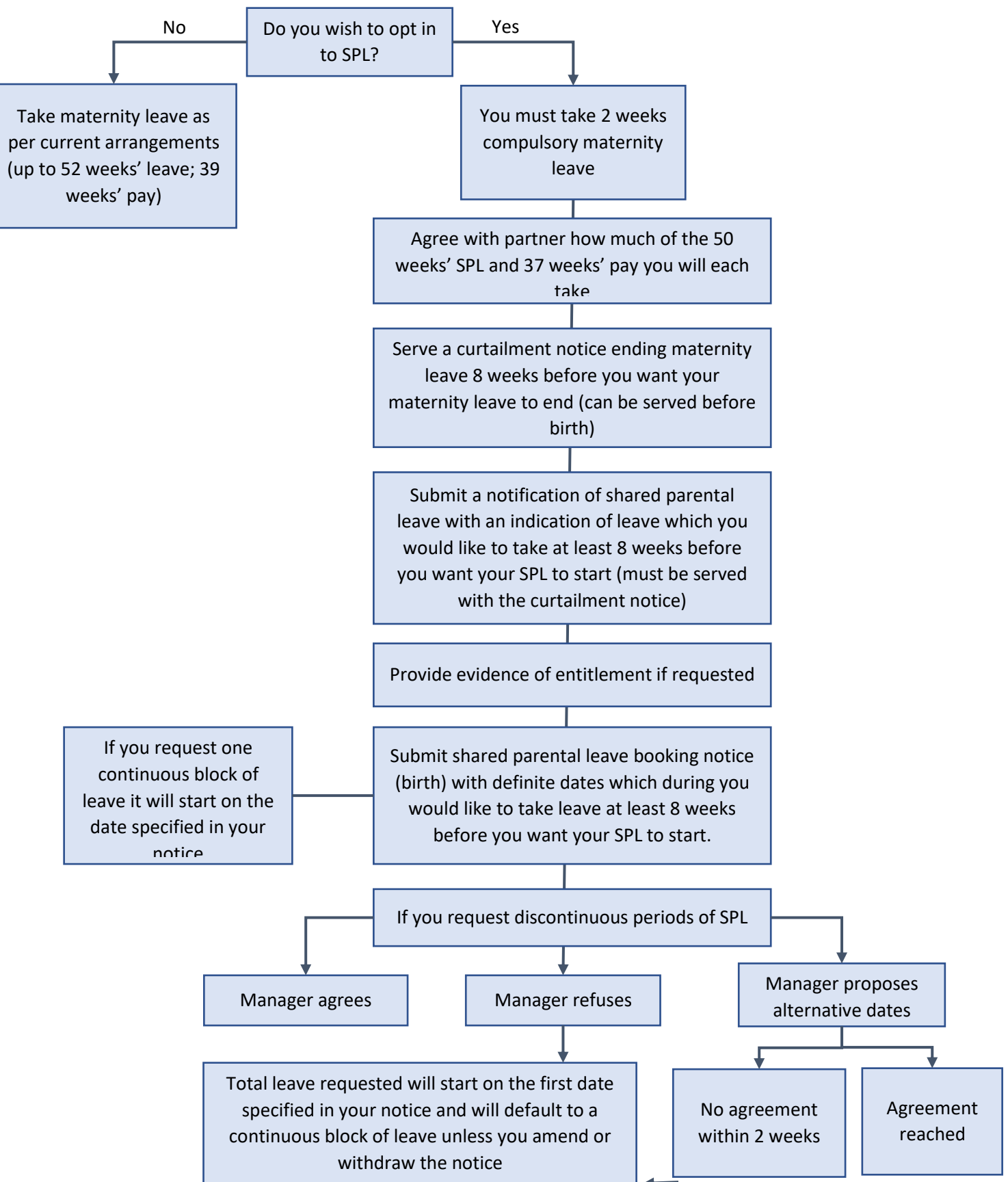
PRINT NAME:

DATE:	
RELATIONSHIP TO THE EMPLOYEE:	

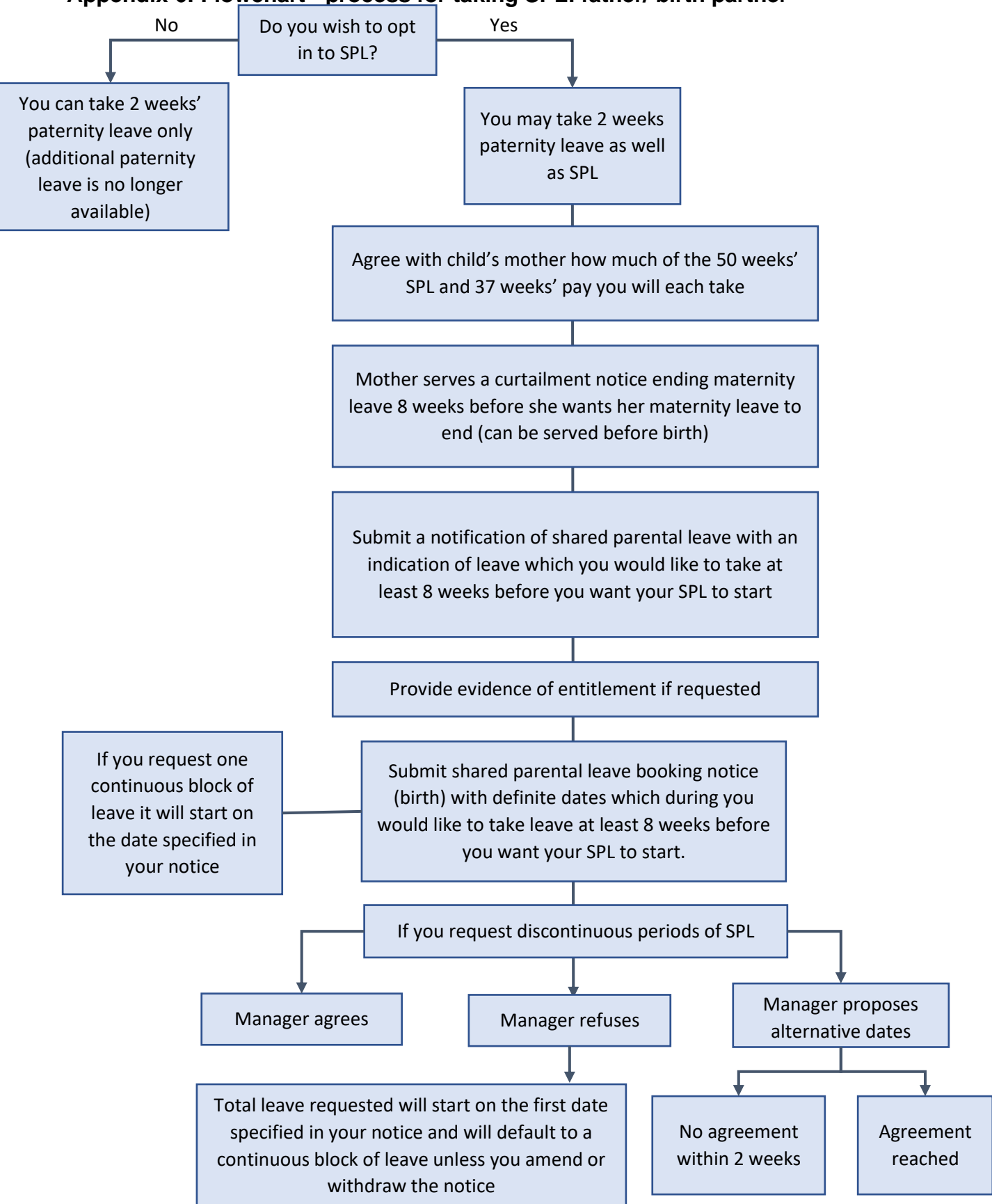
Appendix 4: Flowchart - Assessing eligibility for Shared Parental Leave



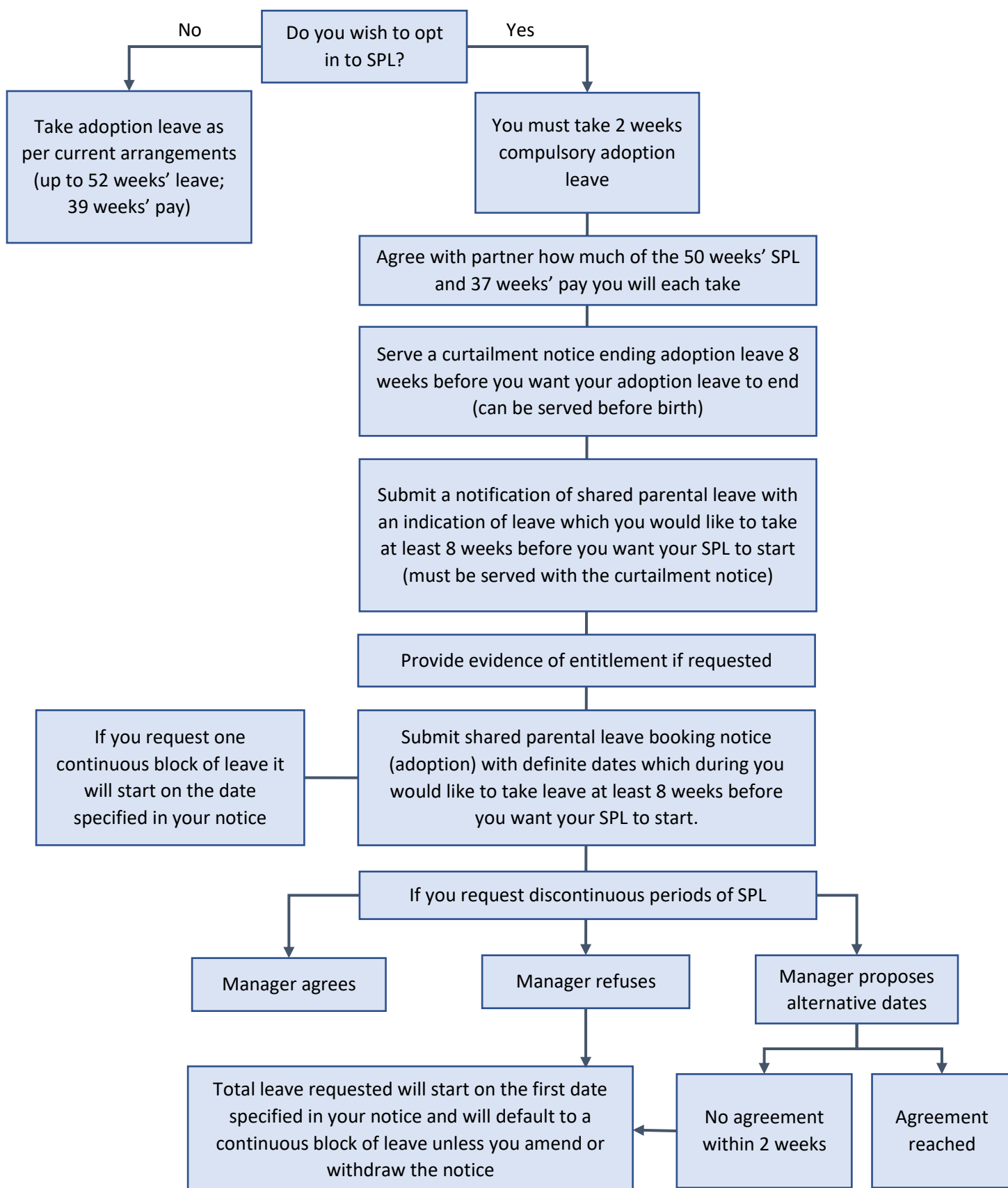
Appendix 5: Flowchart - process for taking SPL: birth mother



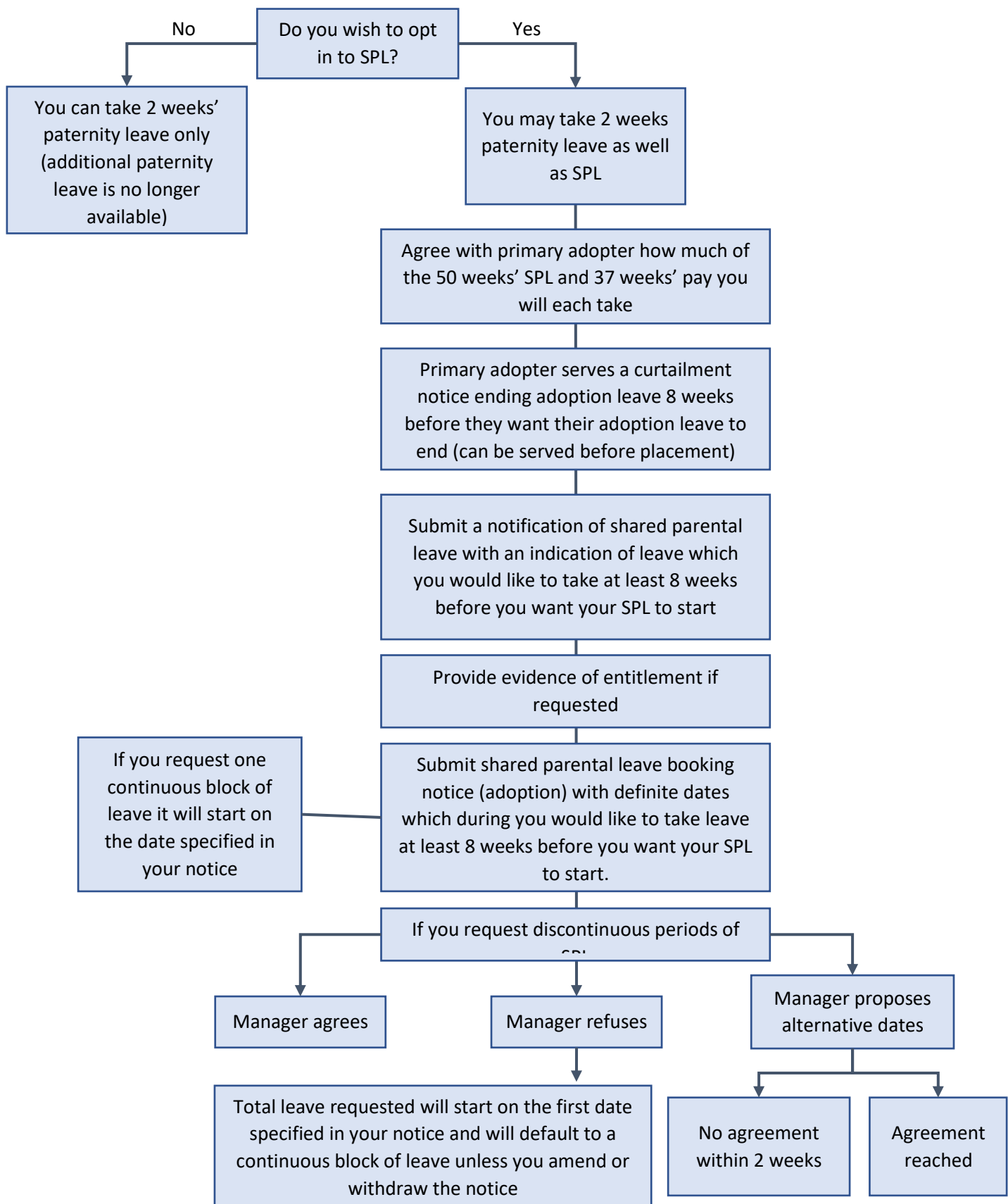
Appendix 6: Flowchart - process for taking SPL: father/ birth partner



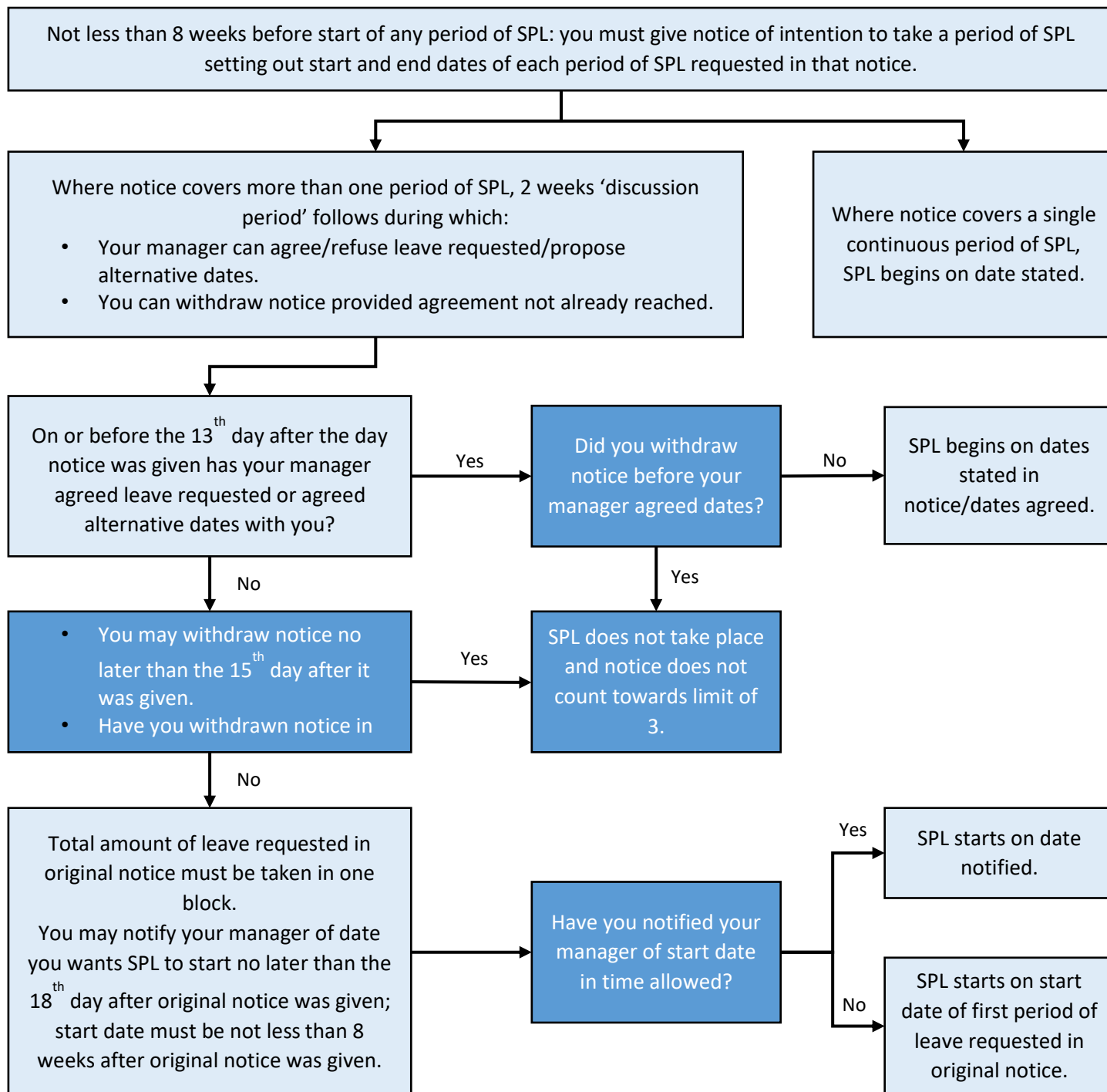
Appendix 7: Flowchart - process for taking SPL: primary adopter



Appendix 8: Flowchart - process for taking SPL: adopter's partner



Appendix 9: Flowchart - process for booking Shared Parental Leave



Equality Impact Assessment

Directorate Governance & Corporate Affairs Team n/a Name of lead person Anita Wilson, Associate Director of Governance and Corporate Affairs

Piece of work being assessed Shared Parental Leave Policy

Aims of this piece of work To set out shared parental leave entitlements for staff

Date of EIA 24/10/2019 Other partners/stakeholders involved Kay Goode

Who will be affected by this piece of work? This policy will apply to new and expectant parents.

Single Equality Scheme Strand	Baseline data and research on the population that this piece of work will affect. What is available? Eg population data, service user data. What does it show? Are there any gaps? Use both quantitative data and qualitative data where possible. Include consultation with service users wherever possible	Is there likely to be a differential impact? Yes, no, unknown
Gender		No
Race		No
Disability		No
Religion/ belief		No
Sexual orientation		No
Age		No
Social deprivation		No
Carers		No
Human rights		No

No anticipated detrimental impact on any equality group. The policy adheres to both statutory entitlements and AFC terms and conditions, where applicable. It makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.