



<u>Policy Title</u>	Shared Parental Leave for Police Officers & Police Staff
<u>CCMT Sponsor</u>	Director of People
<u>Department/Area</u>	People Directorate
<u>Section/Sector</u>	Employment Relations Team

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1.0 Rationale

1.1 This policy is based on the:

- Shared Parental Leave Regulations 2014
- The Shared Parental Pay (General) Regulations 2014

1.2 Thames Valley Police (TVP) recognises and respects the right of all police officers and police staff to a family life, committed to supporting staff who are parents and to promoting a healthy work-life balance.

2.0 Intention

2.1 The aims of this policy are to provide:

- information on Shared Parental Leave (SPL) and Statutory Shared Parental Pay (SShPP)
- management guidance on the eligibility and entitlement of staff to Shared Parental Leave and Statutory Shared Parental Pay

2.2 The policy sets out the procedure and timescales involved in applying for SPL and also explains the responsibilities of the individual applying for SPL and the responsibilities of the organisation.

3.0 General Principles

3.1. This policy provides a framework for dealing fairly and objectively with requests for SPL.

3.2 The SPL procedures appended to this document apply to police officers and police staff employees, including Police Community Support Officers (PCSOs) of Thames Valley Police only. For the avoidance of doubt, this policy does not apply to self-employed contractors, agency workers or volunteers.

3.3 SPL replaces Additional Paternity Leave for parents whose child is due after 5 April 2015.

3.4 SPL as an abbreviation should not be confused with [Statutory Paternity Leave](#). Note also that [Maternity Leave](#) and [Adoption Leave](#) are still available and are subject to a different policy document.

4.0 Guidance, Procedure and Tactics

4.1 All staff covered by the scope of this policy should be aware of the policy and how to access it.

4.2 Staff must ensure they have read the SPL policy and guidance and considered all the available leave options for the care of their child before submitting an application for SPL.

4.3 The **mother** who intends to take SPL must follow the process in Appendix C.

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- 4.4 The **adopter** who intends to take SPL must follow the process in Appendix D.
- 4.5 The **partner** of the mother/adopter of the child who intends to take SPL must follow the process in Appendix E.
- 4.6 The **line manager** of a police officer or member of police staff who intends to take SPL must follow the relevant process as set out in Appendix C, D or E.
- 4.7 The [People Support Services Team](#) can be contacted for advice on the application and use of this policy.

5.0 Challenges and Representations

Challenges/Representations in respect of decisions made in applying this policy should be addressed, in writing to:

Head of People Services
People Directorate
Thames Valley Police HQ
Oxford Spires Business Park
Langford Lane
Kidlington
Oxfordshire OX5 2NZ

6.0 Communication

6.1 Links to Police National Legal Database/Other

- <https://www.gov.uk/shared-parental-leave-and-pay/overview>
- Maternity Guidance for Police Officers
- Maternity Guidance for Police Staff
- Additional Leave Policy
- Adoption Leave Policy

6.2 Communications Strategy

Individuals will be informed of the new policy through an all-user email at the time of publication. The policy will be made available electronically via the Policy and Procedures intranet site and the Staff Portal.

This policy can be made available to the general public via the Internet site.

7.0 Compliance and Certification

7.1 Relevant Legislation and Human Rights Certification

(i) Legal Basis

- Shared Parental Leave Regulations 2014
- The Shared Parental Pay (General) Regulations 2014
- The Children and Families Act 2014
- The Maternity and Adoption Leave (Curtailement of Statutory Rights to Leave) Regulations 2014
- Employment Rights Act 1996
- Equality Act 2010

(ii) Human Rights Articles Engaged

This policy has been audited for compliance with the Human Rights Act and does not have the potential to engage any articles.

Audited by: Jenny Roddam

Audited on: 17 March 2015

(iii) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly. Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status. Unless there is an infringement of another article, Article 14 will not apply as it is not freestanding. However actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Equality Impact Assessment

An Equality Impact Assessment was conducted on 25 March 2015 and is published alongside the policy.

7.3 Management of Police Information (MoPI)

This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.4 Data Protection

Personal Data (and sensitive personal data) processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998. It is recognised that such information will be of a sensitive

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nature and procedures will be in place to ensure appropriate disclosures, retention and storage guidance is available.

7.5 Freedom of Information Act

This policy is suitable to be made available to the public. Copies of the policy can be obtained from the Internet site or by writing to:

Policy Co-ordinator
Policy Management Unit
Corporate Development
Thames Valley Police Headquarters
Oxford Road
Kidlington
Oxfordshire OX5 2NA

7.6 Protective Markings

All information processed in compliance with this policy will be assessed against the Government Protective Marking Scheme and managed accordingly. In the event of information being disseminated it is the responsibility of the disseminator to ensure that the recipient is aware of their obligations under GPMS and are able to adequately secure the information.

7.7 Health & Safety at Work

Statutory Maternity Leave you must take 2 weeks' leave after your baby is born.

8.0 Monitoring and Review

This policy document will be reviewed as required and in any event every two years. The review will take into account the following:-

- Changes in legislation
- Court judgements which set new precedents of relevance
- Examples of good practice from other Forces
- Changes in Home Office circulars
- Relevant diversity data

This policy will next be reviewed in April 2017 or before if necessary.

Chief Officer Policy Authorisation

Policy signed off by: _____

Name of relevant ACC: _____ **Date:** _____

APPENDIX A

Glossary of Terms

Mother/Adopter	The woman who gives birth to a child or the adopter (the adopter means the person who is eligible for adoption leave and/pay, they can be male or female)
Partner	The child's biological father or the partner of the mother/adopter. This can be a spouse, civil partner; or a partner who is living in an enduring relationship with the mother and the child
SPL	Shared Parental Leave
SShPP	Statutory Shared Parental Pay
Continuous Leave	A period of leave that is taken in one block e.g. four weeks' leave
Discontinuous Leave	A period of leave that is arranged around weeks where the police officer or member of police staff will return to work e.g. an arrangement where an employee will work every other week for a period of three months
SPLIT day	Shared Parental Leave in Touch Day
Match	Where an adopter is approved to adopt a named child or children
Curtail	Where an eligible mother brings their maternity/adoption leave and, if appropriate, pay or allowance entitlement to an end early

APPENDIX B

Guidance - Shared Parental Leave and Statutory Shared Parental Pay

- B1** Shared Parental Leave (SPL) provides more choice to families over how they share the care, statutory leave and pay during the first year following the birth or adoption of their child.
- B2** Police Officers and Police Staff may be entitled to SPL or Statutory Shared Parental Pay (SShP) if:
- the baby is due on or after 5 April 2015
 - the child is adopted on or after 5 April 2015
- B3** Parents will remain entitled to take maternity, paternity and adoption leave. However, an eligible mother or adopter may choose to reduce their maternity/adoption leave early and opt into SPL.
- B4** Both parents should consider carefully giving notice terminate maternity/adoption leave as once it has ended it cannot be re-started unless:
- Within eight weeks of the mother submitting notice to end their maternity/adoption it is discovered that the parents are not eligible for SPL or SShPP
 - notice was given before the birth of the child and the mother withdraws her notice within six weeks of the birth
 - the mother's partner dies
- B5** Staff and officers should speak to their line manager and People Services regarding their leave intentions as early as possible, to enable all involved to be clear regarding entitlement, what leave arrangements are being considered and how any leave will be accommodated.
- B6** Staff and officers can check their eligibility to apply for SPL and/or SShPP by using the link to the government website: www.gov.uk/government/topical-events/shared-parental-leave.
- B7** **Entitlement and Eligibility Criteria for Shared Parental Leave**
- B7.1** Shared Parental Leave can only be taken by two people:
- the mother/adopter **and** one of the following:
 - the biological father of the child
 - the spouse, civil partner or partner of the child's mother/adopter
- B7.2** Both parents must share the main responsibility for the care of the child at the time of the birth or placement for adoption.
- B7.3** For staff to be eligible to take SPL, both parents must meet a number of eligibility requirements.

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B8 **Birth**

B8.1 The **mother** is eligible and can apply for shared parental leave if she:

- has been employed continuously by TVP for 26 weeks ending with the week immediately preceding the 14th week before the expected week of birth
- is continuously employed by TVP before the commencement of any period of SPL
- shares the main responsibility for the care of the child at the time of the birth (apart from the partner's eligibility)
- is entitled to statutory maternity leave in respect of the child; and
- has ended her entitlement to statutory maternity leave by providing a curtailment notice ([SPL1](#)) or if she has not provided this notice she has returned to work before the end of her statutory maternity leave thereby ending her entitlement to statutory maternity leave
- has provided sufficient notice in the correct format to TVP of her entitlement to take SPL ([SPL2](#))
- has given the appropriate period of leave notice as required ([SPL2](#))

B8.2 In addition the **father/partner** must also fulfil the following conditions:

- the father/partner, in the 66 weeks before the baby is due, must have been working for at least 26 weeks and have earned at least £30 a week on average in 13 of the 66 weeks
- the father/partner has, at the date of the child's birth, the main responsibility for the care of the child (apart from the responsibility of the mother)

B8.3 The **father/partner** is eligible and can apply for shared parental leave if s/he:

- has been continuously employed by TVP for at least 26 weeks ending with the week immediately preceding the 14th week before the expected week of birth
- has at the date of the child's birth, the main responsibility for the care of the child (apart from the responsibility of the mother)
- has provided the sufficient notice in the correct format to TVP of their intention and entitlement to take SPL ([SPL3](#))
- has provide appropriate evidence as requested by TVP ([SPL3](#))
- has given a period of leave notice as required ([SPL3](#))

B8.4 **In addition** the **mother** must also fulfil the following conditions:

- she has been employed continuously for 26 weeks and has earned at least £30 a week on average in 13 of the 66 weeks before the baby is due
- she is entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child; and
- she must have ended her entitlement to statutory maternity leave, pay or allowance by providing a curtailment notice or returning to work before the end of her statutory maternity leave

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B9 Adoptive Parents

B9.1 The **adopter** is eligible for SPL if s/he:

- has at least 26 weeks' continuous employment by the end of the week in which the adopter is notified of having been matched for adoption with the child and remains in continuous employment with the organisation until the week before any period of SPL that s/he takes;
- has, at the date on which the child is placed for adoption the main responsibility, apart from the partner, for the care of the child;
- is entitled to statutory adoption leave in respect of the child; and
- complies with the relevant adoption leave curtailment requirements (or has returned to work before the end of statutory adoption leave), and shared parental leave notice and evidence requirements ([SPL5](#)) and ([SPL6](#))

B9.2 In addition, for the adopter to be eligible for SPL, **the partner** must:

- have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the week in which the adopter is notified of having been matched for adoption with the child;
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks; and
- have, at the date on which the child is placed for adoption the main responsibility, apart from the adopter, for the care of the child.

B9.3 The **partner** is eligible for SPL if s/he:

- has at least 26 weeks' continuous employment by the end of the week in which the adopter is notified of having been matched for adoption with the child and remains in continuous employment with the organisation until the week before any period of SPL that s/he takes;
- has, at the date on which the child is placed for adoption the main responsibility, apart from the adopter, for the care of the child; and
- complies with the relevant shared parental leave notice and evidence requirements ([SPL5](#)) and ([SPL6](#))

B9.4 In addition, for the partner to be eligible for SPL, **the adopter** must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the week in which the adopter is notified of having been matched for adoption with the child;
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks;
- have, at the date on which the child is placed for adoption the main responsibility, apart from the partner, for the care of the child;
- be entitled to statutory adoption leave or statutory adoption pay in respect of the child; and
- comply with the relevant adoption leave or pay curtailment requirements, or have returned to work before the end of statutory adoption leave

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B10 Commencement of Shared Parental Leave

B10.1 SPL cannot begin before the birth (or placement for adoption) and must be taken within 1 year of the birth/adoption.

B10.2 **Birth** – staff and officers must take a minimum of 2 weeks compulsory maternity leave after the birth.

B10.3 **Adoption** – although staff and officers are not required to take a minimum period of statutory adoption leave, a minimum of 2 weeks leave is deducted from the overall entitlement to SPL.

B10.4 Staff and officers will then have the option of ending their maternity/adoption leave allowing them and/or their partners to take any remaining weeks as SPL. This allows staff to take up to a maximum of 50 weeks SPL during the first year of birth/adoption.

B10.5 SPL must be taken in blocks of a week and staff and officers may request 3 single periods of leave giving 8 weeks' notice to commence each period of leave. If further requests are required these may be considered in exceptional circumstances.

B10.6 SPL can commence as follows:

- ending any maternity/adoption leave by returning to work or ending maternity pay or allowance or adoption pay
- the mother or adopter must give at least 8 weeks' notice to end maternity or adoption leave

Refer to appendix C for mothers, appendix D for adopters and appendix E for partners for the appropriate steps to follow.

B10.7 Provided both parents qualify for SPL and sufficient notice is provided to end maternity/adoption leave, staff may choose to take leave at the same time as their partners, or separately.

B11 Continuous and Discontinuous Periods of Shared Parental Leave (SPL)

B11.1 Staff can request to take SPL they are entitled to in either one continuous block or up to three separate blocks (discontinuous leave) returning to work in between.

B11.2 Continuous requests for SPL will be accepted from eligible staff.

B11.3 TVP will seriously consider applications for discontinuous periods of SPL, taking into account organisational and operational demand.

B11.4 If a request for discontinuous leave cannot be accommodated, TVP will attempt to propose alternative dates that the organisation may be able to accommodate the leave.

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B11.5 The following will be taken into account when considering an application for discontinuous SPL:

- burden of additional costs;
- detrimental impact on quality of service;
- detrimental impact on performance;
- inability to meet organisational/customer demand;
- inability to reorganise work amongst existing staff;
- inability to recruit additional staff;
- insufficient work during the periods the officer proposes to work;
- planned structural changes.

B11.6 If no agreement is reached within 2 weeks of the date of the notice of entitlement to take SPL staff shall be entitled to take the leave requested in the notice as a continuous period of leave. This must be a date 8 weeks from the date of the notice was provided to TVP and TVP must be notified of the date within 5 days from the end of the 2 weeks. If staff fail to choose a start date the start date will be the date of the first period of leave requested on the notice of entitlement to take SPL.

B11.7 A request for discontinuous leave may be withdrawn on or before the 15th day after the notice was given unless periods of leave have been agreed.

B12 **Variation or Cancellation of Period of Leave Notice**

B12.1 Staff can vary or cancel their proposed SPL dates following the submission of a period of leave notice, ([SPL2](#) or [SPL3](#)) provided that the individual provides TVP with a written notice ([SPL4](#)) or ([SPL8](#)) not less than 8 weeks before any period of leave varied or cancelled by the notice is due to commence. The written notice can:

- vary the start date or the end date of any period of SPL or cancel a request for leave
- request a continuous period of leave become discontinuous period of leave or
- request a discontinuous period of leave become a continuous period of leave.

B13 **Limit on number of requests for leave**

Staff can provide a combined total of up to three period of leave notices or variations of period of leave notices per pregnancy/adoption, although further requests may be allowed in exceptional circumstances.

B14 **Rights during Shared Parental Leave**

During SPL all contractual terms and conditions are protected. Pension contributions will continue to be deducted while an employee is receiving SShPP. During unpaid periods of leave, employees will be offered the option to pay pension contributions.

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B15 Annual Leave

B15.1 Staff on SPL will continue to accrue annual leave and should plan to take this by the end of the leave year. If staff wish to carry over more annual leave (more than 40 for police officers and more than 37 hours for police staff) they must apply to the Resource Management Team for authorisation to do so.

B15.2 Staff can take annual leave before, during or after SPL.

B15.3 If the individual takes Annual Leave during SPL they will receive their salary payment for that period and the equivalent of leave entitlement will be added to the end of their SPL as long as it is within 12 months of the birth/adoption of the child.

B15.4 To enable the organisation to plan resourcing levels effectively, staff are encouraged to take their Annual Leave either before the start of SPL or after their SPL has ceased.

B16 Contact during Shared Parental Leave

Before staff begin SPL, TVP will discuss the arrangements for them to keep in touch during their leave. It is reasonable to maintain contact to discuss any plans for return to work, ensure individuals are aware of any possible vacancy opportunities or special arrangements that need to be made for training in order to ease their return to work or simply to update them on developments at work during absence.

B17 Shared Parental Leave in Touch (SPLIT) Days

B17.1 Before going on SPL, staff and their line manager should agree how they will keep in touch to ensure the employee is kept up to date on any workplace changes, promotion opportunities and training.

B17.2 Staff can work during SPL for up to 20 days without ending their SPL. SPLIT days can be used to attend work for the purposes of training, attend meetings, or to do some of their normal work. Staff do not have to attend SPLIT days but many people find them helpful to keep in touch with colleagues during their time away or to ease their return to work.

B17.3 A part day worked counts as one SPLIT day. However, staff are only paid for the hours they have worked and they will be paid at their normal rate of pay.

B17.4 The 20 SPLIT days are in addition to the 10 KIT days that are available to staff if they have taken a period of maternity leave.

B18 Return to Work

B18.1 Staff are expected to return to work on the date set out in writing to them. If this date is to be different the employee must give People Services and their line manager **at least 8 weeks' notice** of the date that they wish to return. It

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is not possible to return to work during the compulsory maternity leave period of 2 weeks from birth of baby.

B18.2 Staff have the right to return to the same job under the same terms and conditions if they have taken maternity/adoption/paternity/shared parental leave.

B18.3 Should a redundancy situation arise for a member of police staff during SPL, the [Managing Organisational Change policy](#) applies.

B19 **Entitlement and Eligibility Criteria for Statutory Shared Parental Pay (SShPP)**

Birth

B19.1 SShPP is available for eligible parents to share between them while on SPL. The number of weeks' SShPP available to the parents will depend on how much statutory maternity pay or maternity allowance the mother has been paid when her maternity leave or pay period ends.

B19.2 A total of 39 weeks' statutory maternity pay or maternity allowance is available to the mother. As there is a compulsory maternity leave period of two weeks this means that a mother who ends her maternity leave at the earliest opportunity could share up to 37 weeks' SShPP with her partner.

B19.3 Any SShPP due during SPL will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate (see <https://www.gov.uk/shared-parental-leave-and-pay/overview> for the current amount).

B19.4 It is up to the parents as to who is paid the SShPP and how it is apportioned between them.

B19.5 For employees to be eligible for SShPP, both parents must meet certain eligibility requirements.

B19.6 **Mother's eligibility for SShPP**

The **mother** is eligible for SShPP if she:

- has at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and has remained in continuous employment with TVP until the week before any period of SShPP that she gets;
- has normal weekly earnings for a period of eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;

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- is absent from work and intends to care for the child during each week in which she receives SShPP; and
- is entitled to statutory maternity pay in respect of the child, but the maternity pay period has been reduced and continues to be reduced;
- has provided the relevant notifications and evidential requirements

B19.7 In addition, for the mother to be eligible for SShPP, **the partner must:**

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks.

B19.8 **Partner's eligibility for SShPP**

The **partner** is eligible for SShPP if s/he:

- has at least 26 weeks' continuous employment with TVP ending with the 15th week before the expected week of childbirth and remains in continuous employment with TVP until the week before any period of SShPP that he/she gets;
- has normal weekly earnings for eight weeks ending with the 15th week before the expected week of childbirth of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child; and
- is absent from work and intends to care for the child during each week in which he/she receives statutory shared parental pay and;
- has provided the relevant notifications and evidential requirements

B19.9 In addition, for the partner to be eligible, **the mother must:**

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold [currently £30] for any 13 of those 66 weeks;
- have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child; and
- be entitled to statutory maternity pay or maternity allowance in respect of the child, but the maternity pay period or maternity allowance period has been reduced and continues to be reduced

Adoptive Parents

B19.10 SShPP is available for eligible adoptive parents to share between them while on SPL. The number of weeks' SShPP available to the adoptive parents will depend on how much statutory adoption pay the adopter has been paid when his/her adoption pay period ends.

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B19.11 A total of 39 weeks' statutory adoption pay is available to the adopter. As adoption leave cannot be curtailed for the first two weeks of leave, an adopter can share up to 37 weeks' SShPP with his/her partner.

B19.12 Any SShPP due during SPL will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate (see <https://www.gov.uk/shared-parental-leave-and-pay/overview> for the current amount)

B19.13 It is up to the adoptive parents as to who is paid any SShPP and how it is apportioned between them.

B19.14 **Adopter's eligibility for SShPP**

The **adopter** is eligible for statutory shared parental pay if s/he:

- has at least 26 weeks' continuous employment with TVP by the end of the week in which the adopter is notified of having been matched for adoption with the child and remains in continuous employment with TVP until the week before any period of SPL that s/he takes;
- has normal weekly earnings for a period of eight weeks ending with the week in which the adopter is notified of having been matched for adoption with the child of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date on which the child is placed for adoption the main responsibility, apart from the partner, for the care of the child;
- is absent from work and intends to care for the child during each week in which s/he receives SShPP; and
- is entitled to statutory adoption pay in respect of the adoption of the child, but the adoption pay period has been reduced and continues to be reduced;
- has provided the relevant notification and evidential requirements

B19.15 In addition, for the adopter to be eligible for SShPP, **the partner must:**

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the week in which the adopter is notified of having been matched for adoption with the child have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks; and
- have, at the date on which the child is placed for adoption the main responsibility, apart from the adopter, for the care of the child.

B19.16 **Partner's eligibility for SShPP**

The **partner** is eligible for SShPP if s/he:

- has at least 26 weeks' continuous employment by TVP by the end of the week in which the adopter is notified of having been matched for adoption

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with the child (or by the end of the week in which he/she receives official notification in relation to an adoption from overseas) and remains in continuous employment with his/her employer until the week before any period of SPL that he/she takes;

- has normal weekly earnings for a period of eight weeks ending with the week in which the adopter is notified of having been matched for adoption with the child (or by the week in which he/she receives official notification in relation to an adoption from overseas) of at least the lower earnings limit for national insurance contribution purposes;
- has, at the date on which the child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from the adopter, for the care of the child; and
- is absent from work and intends to care for the child during each week in which he/she receives SShPP;
- has provided the relevant notification and evidential requirements

B19.17 In addition, for the partner to be eligible, **the adopter must:**

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the week in which the adopter is notified of having been matched for adoption with the child (or the week in which s/he receives official notification in relation to an adoption from overseas);
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks;
- have, at the date on which the child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from the partner, for the care of the child; and
- be entitled to statutory adoption pay in respect of the child, but the adoption pay period has been reduced and continues to be reduced

B20 **Declarations**

B20.1 Providing incorrect or false declarations may result in staff and officers being subject to disciplinary action.

APPENDIX C

Process for Mother to follow when applying to opt into Shared Parental Leave

Who Responsible	Action	Further Information
Mother	Consider if SPL is suitable and what leave arrangement will work best e.g. continuous or discontinuous	If yes , speak to People Services team and/or arrange meeting with your line manager to informally discuss your tentative arrangements
		If no , no further action. May continue to use maternity leave
Line Manager	Meet with mother to discuss her proposals and other leave options e.g. maternity/flexible working	If mother wishes, it is good practice to be accompanied by either a workplace colleague or staff association representative
Mother	After meeting with line manager decide whether to take SPL	
	If yes , submit a maternity curtailment notice (keeping a copy for self) (SPL1) to line manager	
	If no , no further action. May continue to use maternity leave	
Line Manager	Forward maternity curtailment notice to People Services	Contact People Services if you need any support or advice
Mother	Submit a fully completed Notice of Entitlement and Intention to take SPL (SPL2) to line manager and People Services	
Line Manager	Receives completed Notice of Entitlement from mother for continuous leave request	If continuous leave request, note the dates of leave and forward request to People Services

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Line Manager	Receives completed Notice of Entitlement from mother for discontinuous leave request	If discontinuous leave request received consult the resource management hub to assess the impact the proposed changes would have on the LPA/Dept/OCU. If dates/absences can be accommodated by LPA Dept/OCU, forward request to People Services
		If discontinuous leave request received consult the resource management hub to assess the impact the proposed changes would have on the LPA/Dept/OCU. If date/absences cannot be accommodated, liaise with your local Lead Advisor before responding to the mother. The 8 business reasons should be taken into account before a refusal made (as per B11.5) together with context of decision. The mother must receive a response within 14 days of submission of request with either: Agreement Refusal and proposed alternative date/s if available or Information on options available to Mother e.g. withdraw application, move to continuous leave or agree a modified arrangement
People Services	Send notification to Mother of outcome of Notice of entitlement to take SPL together with dates agreed	
Mother	If after submitting the Notice of Entitlement form (SPL2) and confirmation received from People Services, your circumstances change or you no longer wish to opt into SPL	See section B4 of guidance and/or complete Variation to Entitlement form (SPL4) and submit to People Services via your line manager

APPENDIX D

Process for Adopter to follow when applying to opt into Shared Parental Leave

Who Responsible	Action	Further Information
Adopter	Consider if SPL is suitable and what leave arrangement will work best e.g. continuous or discontinuous	If yes , speak to People Services team and/or arrange meeting with your line manager to informally discuss your tentative arrangements
		If no , no further action. May continue to use adoption leave
Line Manager	Meet with adopter to discuss proposals and other leave options e.g. adoption leave/flexible working	If adopter wishes, it is good practice to be accompanied by either a workplace colleague or staff association representative
Adopter	After meeting with line manager decide whether to take SPL	
	If yes , submit an adoption curtailment notice (keeping a copy for self) (SPL5) to line manager	
	If no , no further action. May continue to use maternity leave	
Line Manager	Forward adoption curtailment notice to People Services	Contact People Services if you need any support or advice
Adopter	Submit a fully completed Notice of Entitlement and Intension to take SPL (SPL6) to line manager and People Services	
Line Manager	Receives completed Notice of Entitlement from adopter for continuous leave request	If continuous leave request, note the dates of leave and forward request to People Services

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Line Manager	Receives completed Notice of Entitlement from adopter for discontinuous leave request	If discontinuous leave request received consult the resource management hub to assess the impact the proposed changes would have on the LPA/Dept/OCU. If dates/absences can be accommodated by LPA/Dept/OCU, forward request to People Services
		If discontinuous leave request received consult the resource management hub to assess the impact the proposed changes would have on the LPA/Dept/OCU. If date/absences cannot be accommodated, liaise with your local Lead Advisor before responding to the adopter. The 8 business reasons should be taken into account before a refusal made (as per B11.5) together with context of decision. The adopter must receive a response within 14 days of submission of request with either: Agreement Refusal and proposed alternative date/s if available or Information on options available to adopter e.g. withdraw application, move to continuous leave or agree a modified arrangement
People Services	Send notification to adopter of outcome of Notice of entitlement to take SPL together with dates agreed	
Adopter	If after submitting the Notice of Entitlement form (SPL6) and confirmation received from People Services, your circumstances change or you no longer wish to opt into SPL	See section B4 of guidance and/or complete SPL8 and submit to People Services via your line manager

APPENDIX E

Process for a Partner to follow when applying to opt into Shared Parental Leave

Who Responsible	Action	Further Information
Partner	Consider if SPL is suitable and what leave arrangement will work best e.g. continuous or discontinuous	If yes , speak to People Services team and/or arrange meeting with your line manager to informally discuss your tentative arrangements
		If no , may consider ordinary paternity leave and no further action on shared parental leave
Line Manager	Meet with Partner to discuss proposals and other leave options e.g. flexible working	If partner wishes, it is good practice to be accompanied by either a workplace colleague or staff association representative
Partner	After meeting with line manager decide whether to take SPL	
Partner	If yes , submit an adoption curtailment notice (keeping a copy for self) (SPL3 birth partner) or (SPL7 adopter's partner) to line manager and People Services	
	If no , no further action.	
Line Manager	Receives completed Notice of Entitlement and Intension to take SPL (SPL3 birth partner) or (SPL7 adopter's partner) for continuous leave request	If continuous leave request, note the dates of leave and forward request to People Services
Line Manager	Receives completed Notice of Entitlement from partner for discontinuous leave request	If discontinuous leave request received and dates/absences can be accommodated by Dept/OCU/LPA, forward request to People Services
		If discontinuous leave request received consult the resource management hub to assess the impact the proposed changes

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		would have on the LPA/Dept/OCU. If date/absences cannot be accommodated, liaise with your local Lead Advisor before responding to the adopter. The 8 business reasons should be taken into account before a refusal made (as per B11.5) together with context of decision. The partner must receive a response within 14 days of submission of request with either: Agreement Refusal and proposed alternative date/s if available or Information on options available to adopter e.g. withdraw application, move to continuous leave or agree a modified arrangement
People Services	Send notification to partner of outcome of Notice of entitlement to take SPL together with dates agreed	
Partner	If after submitting the (SPL3 birth partner) or (SPL7 adopter's partner) form and confirmation received from People Services, your circumstances change or you no longer wish to opt into SPL	See section B4 of guidance and/or complete SPL4 birth partner or SPL8 if adopter's partner and submit to People Services via your line manager