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| MEMO Corporate Governance  4th Floor Marischal College, Business Hub 18 | | |  |
| To |  | | |
| From |  | | |
| Email | AskHR[@aberdeencity.gov.uk](mailto:scooke@aberdeencity.gov.uk) | Date |  |
| Tel. | 01224 523939 | Our Ref. | HRSC/ |
| Fax. | 01224 522257 | Your Ref. |  |

# SHARED PARENTAL LEAVE (SPL) – CHECKLIST FOR MANAGERS

Please see below checklist for managers, to let you know what needs to be done at each stage of the Shared Parental Leave process.

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| **ACTION** | **TIMESCALE** |
| **Notice of Curtailment of Maternity/Adoption Leave\***  The mother should complete a Notice of Curtailment of Maternity/Adoption Leave in writing stating the date in the future that maternity/adoption leave will end.  That date must be:   * After the 2 week statutory maternity leave/ordinary adoption leave period * At least 8 weeks after the date on which the mother gave the Notice of Curtailment to her Line Manager * At least 1 week before what would have been the end of the additional maternity leave period (25 weeks)   ***\*This is only applicable where the employee is the mother*** | at least 8 weeks notice of her planned return date |
| **Notice of Entitlement and Intention**  The employee (whether the mother or partner) must complete a non-binding Notice of Entitlement and Intention in writing. This also provides a signed declaration from both the employee and partner are eligible for SPL.If the employee wishes to vary or cancel their proposed SPL dates then they must complete a Notice of Variation of Entitlement and Intention. Any indication of leave intended to be taken in a Notice or Notice of Variation of Entitlement and Intention is **non-binding** until they provide and Period of Leave Notice. | at least 8 weeks before the start date of the first planned period of SPL. |
| **Booking Shared Parental Leave**  To take a period of SPL the employee must submit a Period of Leave Notice. Once received it should be dealt with as soon as possible, but a response should be provided no later than the 14th day after the leave request was made.  See Guidance for details and process for continuous and discontinuous blocks of leave.  The employee can provide a combined total of up to 3 Period of Leave Notices or Variations of Period of Leave Notice  **Reasonable Contact & Shared Parental Leave In Touch (SPLIT) Days**  Stay in touch with the employee to let them know of any developments or changes at work and any relevant promotion opportunities. An employee can agree to work up to 20 SPLIT during Shared Parental Leave without bringing Leave and Pay to an end. | The Period of Leave Notice must be submitted no later than 8 weeks before the chosen start date.  Variations must be submitted at least 8 weeks before the original start date. |

Please contact the HR Service Centre (523939 or [askhr@aberdeencity.gov.uk](mailto:askhr@aberdeencity.gov.uk)) if you have any queries in relation to this.

**NAME**

Assistant HR Co-ordinator