**Establish Eligibility for Shared Parental Leave and Pay**

The couple, at the date of the child’s birth or adoption matching date (whichever applies), **must share the main responsibility** for the care of the child. It is the responsibility of the employee and their partner to establish their eligibility which is then verified by HR.

The **mother of the child** (birth or adoptions) must be/have been entitled to statutory maternity/adoption leave or if not entitled 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.

**SHARED PARENTAL LEAVE (SPL)**

**\* Continuous service** means continuous service with **Aberdeen City Council** or a **public authority** as listed in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Orders (which covers local authorities and related bodies).

**SHARED PARENTAL PAY (ShPP)**

You must meet the eligibility criteria described in SHARED PARENTAL LEAVE. To be entitled to Shared Parental Pay, both the employee and their partner **must meet certain eligibility requirements**.

**\* Continuous service** means continuous service with **Aberdeen City Council** or a **public authority** as listed in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Orders (which covers local authorities and related bodies).