**SHARED PARENTAL LEAVE PROCESS**

Continuity of Employment Test (Employee)

**NO**

Maternity/adoption/paternity arrangements now apply

**Employee and Partner** establish Eligibility

**Eligible?**

**YES**

Employability and Earnings Test (Partner)

Early discussion with partner and Line Manager re options

Employee submits **Notice of Curtailment of Maternity/Adoption** Leave

HRSC issue Confirmation of Entitlement to SPL Letter to employee

Employee can **vary their Notice of Entitlement and Intent** (no limit on number of variations)

Employee submits **Notice of Entitlement and Intention**

Employee submits **Period of Leave Notice** **\*** at least 8 weeks before leave date

**Continuous Leave**

**Discontinuous Leave**

Line Manager issue Request to Discuss Leave letter

HRSC issue Confirmation of Period of Leave letter (cc Payroll)

2 week discussion period

Agree discontinuous leave

Refusal

The employee can **withdraw their Notice** and it would not be counted as one of 3 permitted Notifications

Booked leave can be varied via **Notice to Withdraw or Vary Period of Leave** **\***

Take as continuous

If Notice not withdrawn, Line Manager issues Refusal of Discontinuous Leave Booking letter (cc HRSC)

Line Manager issues Confirmation of Period of Discontinuous Leave letter (cc HRSC and Payroll)

HRSC issue Confirmation of Period of Leave letter (cc Payroll)

 **\*** An employee can submit up to 3 Period of Leave Notices or Variations