Parental leave can be shared between partners of mothers.

Before applying for SPL the employee must ensure they are eligible.

The employee must inform their line manager and Human Resources that they are intending to apply for SPL as soon as possible. They must complete the Shared Parental Leave Declaration form giving at least 8 weeks notice of their intended leave.

The notification may contain either a single period of weeks of leave or two or more weeks of discontinuous leave where the employee intends to return to work between periods of leave. See 2.4.3 of the Policy.

Line managers will consider the request and notify the employee if the requested periods of leave have been approved. They will also notify Human Resources.

Partners of employees applying for SPL must also complete the Partner's Declaration Form to confirm the entitlement to SPL.

If the employee wishes to withdraw the request or make changes they must notify their line manager and HR as soon as possible.

Human Resources will write to the employee to confirm SPL arrangements and pay.

Employee commences their Shared Parental Leave.