



Shared Parental Leave (Adoption)

Policy and Procedures



We recognise the value of achieving a gender-diverse workforce and retaining and promoting talent, and we believe that shared parental leave can provide benefits to us, as well as supporting you to manage the balance between work and home life.

We are Super Supportive.

Shared Parental Leave (Adoption) Policy and Procedure

1. Introduction

Whilst the University expects its employees and staff to comply with this policy, it does not confer contractual rights or form part of any contract of employment and may be amended by the University or replaced at any time following appropriate consultation and negotiation with recognised trade unions. Breach of this policy may be addressed via the University's Disciplinary Policy and Procedure and Code of Conduct.

This policy and procedure will be reviewed by the Human Resources ('HR') department on a 3 year basis or amended in response to changes in future legislation and/or case law.

From here on the University of Northampton is referred to as 'UON' or 'we'.

2. Ownership

The HR department owns and manages this policy on behalf of UON.

3. Organisational Scope

- 3.1 This policy is a corporate policy and applies to all workers and employees of UON including any wholly owned subsidiaries.
- 3.2 This policy applies to UON staff, whether they are the primary adopter or the partner.

4. Policy Statement

- 4.1 UON recognises the statutory rights of its staff to take shared parental leave and pay, where the qualifying criteria are met. This policy aims to inform our staff of that right and to promote a consistent and supportive approach to its application.
- 4.2 Moreover, we recognise the value of achieving a gender-diverse workforce and

retaining and promoting talent, and we believe that shared parental leave can provide benefits to the organisation, as well as supporting our staff to manage the balance between work and home life.

- 4.3 This policy is informed by the Children and Families Act (2014), specifically the Shared Parental Leave Regulations 2014 which came into force on 1 December 2014. It also takes into account the ACAS good practice guide.

5. Definitions

- 5.1 **Primary adopter** – the person with whom the child is, or is expected to be, placed for adoption, or, in a case where two people have been matched jointly, whoever has elected to be the child's primary adopter for the purposes of adoption leave. Only one parent can get adoption leave and pay.
- 5.2 **Continuous leave** – an unbroken period of leave. Eligible staff have a statutory right to take shared parental leave in a continuous block.
- 5.3 **Curtailment** – the ending of adoption leave and pay to create the entitlement to shared parental leave.
- 5.4 **Discontinuous leave** – a series of instances of leave, with breaks between each instance where the individual returns to work. For example, four weeks leave followed by three weeks back at work, followed by a further four weeks leave.
- 5.5 **Matched for adoption** - when an adoption agency notifies a person that it has decided the person would be a suitable adoptive parent for a child either individually or jointly with another person. A person is 'notified' on the date on which they receive the notification.
- 5.6 **Official notification** - written notification issued by/on behalf of the central authority, that it will issue a certificate to the overseas authority concerned with the adoption of a child from overseas. It can also be when it has issued a certificate and sent it to that authority, confirming that the primary adopter is eligible to adopt, and has been assessed and approved as being a suitable adoptive parent.
- 5.7 **Parent** - a person who will have the main responsibilities for the care of the child in its first year following adoption.
- 5.8 **Partner** - means the person who is married to, or the civil partner or the partner of, the primary adopter as defined above, at the date on which the child is placed for

adoption (for adoptions from overseas, at the date on which the child enters Great Britain). This includes someone, of whatever sex, who lives with the primary adopter and the child in an enduring family relationship but who is not the primary adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

- 5.9 **Placed for adoption** - placed for adoption under UK adoption laws, including placement with a local authority foster parent who is also a prospective primary adopter ("foster to adopt").

6. Key Principles

- 6.1 Shared parental leave is designed to give parents more flexibility in how to care for their child in the first year following birth or adoption. It enables the primary adopter to commit to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. (See also Shared Parental Leave Policy and Procedure (Birth)).
- 6.2 If it is the primary adopter who is employed by UON, their partner must (where relevant) submit any notifications to take shared parental leave set out in this policy to their own employer, which may also have its own shared parental leave policy in place.

Similarly, if it is the partner who is employed by UON, the primary adopter must (where relevant) submit any notifications to take shared parental leave to their own employer.

The primary adopter and their partner should ensure that they are each liaising with their own employer so that requests for shared parental leave are handled as smoothly as possible.

- 6.3 Where both the primary adopter and their partner are employed by UON, this policy covers both.
- 6.4 Shared parental leave should not be confused with 'ordinary parental leave', which is the entitlement to up to eighteen weeks' unpaid leave (see UON's separate policy on parental leave in the Time Off and Special Leave policy).
- 6.5 During the shared parental leave period the individual's contract of employment continues and they are entitled to receive all their contractual benefits except pay.

- 6.6 We recognise that early discussion, before formal notice to book leave is given, can be helpful to explore options and discuss what leave arrangements we might be agreeable to.
- 6.7 Unauthorised recording of conversations related to shared parental leave are prohibited. Anyone in breach of this may be subject to disciplinary action.

Shared Parental **Leave** Available

- 6.8 Shared parental leave consists of fifty weeks leave available jointly to the couple although the amount to which an individual is entitled will depend on when the primary adopter brings their leave period to an end and the amount of leave that the other adoptive parent takes.
- 6.9 The first two weeks of adoption leave are the compulsory adoption leave period and are reserved for the primary adopter. This means shared parental leave cannot start until after that compulsory two week period.
- 6.10 You can begin a period of shared parental leave at any time from the date on which the child is placed for adoption (for adoptions from overseas, at any time from the date on which the child enters Great Britain) or, where more than one child is placed for adoption through a single placement, the date of placement of the first child (for adoptions from overseas, at any time from the date on which the first child enters Great Britain).

However, if you are the primary adopter's partner you should bear in mind that you will lose your entitlement to take up to two weeks' paternity leave following the adoption of your child if shared parental leave is taken first.

- 6.11 You must take any shared parental leave within fifty two weeks of the date on which your child is placed for adoption (for adoptions from overseas, within fifty-two weeks of the date on which the child enters Great Britain).
- 6.12 Shared parental leave must be taken in blocks of at least one week. You can request to take the leave in one continuous block which we will accept (subject to you meeting the eligibility and notice requirements), or as a number of discontinuous blocks (for which you would need our agreement).
- 6.13 A maximum of three notices to book leave per adoption placement (regardless of the number of children who are placed as part of that placement) can normally be made by each adoptive parent (Appendix 3).

Eligibility for Shared Parental Leave

6.14 To take shared parental leave, both adoptive parents must meet certain eligibility requirements (see below).

If you are the primary adopter

You are eligible for shared parental leave if you have:

- at least twenty-six weeks' continuous employment by the end of the week in which you are notified of having been matched for adoption with your child (or by the end of the week in which you receive official notification in relation to an adoption from overseas) and remain in continuous employment with us until the week before any period of shared parental leave that you take;
- at the date on which your child is placed for adoption (or enters Great Britain if being adopted from overseas), the main responsibility, apart from your partner, for the care of your child;
- entitlement to statutory adoption leave in respect of your child; and
- complied with the relevant adoption leave curtailment requirements (or have returned to work before the end of statutory adoption leave), and shared parental leave notice and evidence requirements.

In addition, for you as the primary adopter to be eligible for shared parental leave, your partner must:

- have been employed or been a self-employed earner in at least twenty-six of the sixty-six weeks immediately preceding the week in which you as the primary adopter are notified of having been matched for adoption with your child (or the week in which the child enters Great Britain in relation to an adoption from overseas);
- have average weekly earnings of at least the maternity allowance threshold (see HR for details) for any thirteen of those sixty-six weeks; and
- have, at the date on which your child is placed for adoption (or enters Great Britain if being adopted from overseas), the main responsibility apart from you as the primary adopter, for the care of your child.

If you are the partner

You are eligible for shared parental leave if you have:

- at least twenty-six weeks' continuous employment by the end of the week in which the primary adopter is notified of having been matched for adoption with your child (or by the end of the week in which they receive official notification in relation to an adoption from overseas) and remain in continuous employment with us until the week before any period of shared parental leave that you take;
- at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from the primary adopter, for the care of your child;
- complied with the relevant shared parental leave notice and evidence requirements.

In addition, for you as the partner to be eligible for shared parental leave, the primary adopter must:

- have been employed or been a self-employed earner during at least twenty-six of the sixty-six weeks immediately preceding the week in which they are notified of having been matched for adoption with your child (or the week in which the child enters Great Britain in relation to an adoption from overseas);
- have average weekly earnings of at least the maternity allowance threshold (see HR for details) for any thirteen of those sixty-six weeks;
- have, at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from you as the partner, for the care of the child;
- be entitled to statutory adoption leave or statutory adoption pay in respect of the child;
- comply with the relevant adoption leave or pay curtailment requirements, or have returned to work before the end of statutory adoption leave.

Shared Parental **Pay** Available

6.15 Statutory shared parental pay is available for eligible adoptive parents to share between them while on shared parental leave.

6.16 A total of thirty-nine weeks' statutory adoption pay is available to the primary adopter. As adoption leave cannot be curtailed for the first two weeks of leave, a primary adopter can share up to thirty-seven weeks' statutory shared parental pay with their partner.

6.17 Any statutory shared parental pay due during shared parental leave 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.

6.18 It is up to the adoptive parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

Eligibility for Shared Parental Pay

6.19 To be eligible for statutory shared parental pay, both adoptive parents must meet certain eligibility requirements.

Primary adopter's eligibility for statutory shared parental pay

If you are the primary adopter you are eligible for statutory shared parental pay if you:

- have at least twenty-six weeks' continuous employment by the end of the week in which you are notified of having been matched for adoption with your child (or by the end of the week in which you receive official notification in relation to an adoption from overseas) and remain in continuous employment until the week before any period of shared parental leave that you take;
- have normal weekly earnings for a period of eight weeks ending with the week in which you are notified of having been matched for adoption with your child (or by the week in which you receive official notification in relation to an adoption from overseas) of at least the lower earnings limit for national insurance contribution purposes;
- have, at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from your partner, for the care of your child;
- are absent from work and intend to care for your child during each week in which you receive statutory shared parental pay; and
- are entitled to statutory adoption pay in respect of your child, but the adoption pay period has been reduced.

In addition, for you to be eligible for statutory shared parental pay, your partner must:

- have been employed or been a self-employed earner during at least twenty-six of the sixty-six weeks immediately preceding the week in which you are notified of having been matched for adoption with your child (or the week in which you receive official notification in relation to an adoption from overseas);

- have average weekly earnings of at least the maternity allowance threshold (see HR for details) for any thirteen of those sixty-six weeks; and
- have, at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from you as primary adopter, for the care of your child.

Partner's eligibility for statutory shared parental pay

If you are the partner, you are eligible for statutory shared parental pay if you:

- have at least twenty-six weeks' continuous employment by the end of the week in which the primary adopter is notified of having been matched for adoption (or by the end of the week in which they receive official notification in relation to an adoption from overseas) and remain in continuous employment until the week before any period of shared parental leave that you take;
- have normal weekly earnings for a period of eight weeks ending with the week in which the primary adopter is notified of having been matched for adoption (or by the week in which they receive official notification in relation to an adoption from overseas) of at least the lower earnings limit for national insurance contribution purposes;
- have, at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from the primary adopter, for the care of your child; and
- are absent from work and intend to care for your child during each week in which you receive statutory shared parental pay.

In addition, for you as the partner to be eligible, the primary adopter must:

- have been employed or been a self-employed earner during at least twenty-six of the sixty-six weeks immediately preceding the week in which they are notified of having been matched for adoption with your child (or the week in which they receive official notification in relation to an adoption from overseas);
- have average weekly earnings of at least the maternity allowance threshold (see HR for details) for any thirteen of those sixty-six weeks;
- have, at the date on which your child is placed for adoption (or enters Great Britain if the child is being adopted from overseas), the main responsibility, apart from you as the partner, for the care of your child; and
- be entitled to statutory adoption pay in respect of your child, but the adoption pay

period has been reduced.

7. Procedure – Shared Parental Leave

- 7.1 Shared parental leave and pay can be taken in a single block (continuous). It can also be taken in multiple blocks (discontinuous), for example, the primary adopter and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.
- 7.2 Shared parental leave can start on any day of the week but you must book complete weeks and take a minimum of a week's leave at a time.

Notice Requirements

- 7.3 The notices that the parents must give to the relevant employer to be able to take shared parental leave are made up of three elements:
- an "Adoption Leave Curtailment Notice" from the primary adopter setting out when they propose to end their adoption leave (unless they have already returned to work from adoption leave) – see form in appendix 1;
 - a "Notice of Entitlement and Intention" from the employee giving an initial, non-binding indication of each period of shared parental leave that they are requesting – see form in appendix 2 and
 - a "Period of Leave Notice" from the employee setting out the start and end dates of each period of shared parental leave that they are requesting – see form in appendix 3.
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7.4 Primary Adopter's Notice Curtailing Adoption Leave

Before the primary adopter or partner can take shared parental leave, the primary adopter must either return to work before the end of their adoption leave (by giving the required eight weeks' notice of their planned return) or provide their employer with an Adoption Leave Curtailment Notice (see form in appendix 1). The Adoption Leave Curtailment Notice must state the date on which adoption leave is to end and the date must be:

- after the two week compulsory adoption leave period;
- at least eight weeks after the date on which the primary adopter gave the

Adoption Leave Curtailment Notice to their employer; and

- at least one week before what would be the end of the additional adoption leave period.
-

If you are the primary adopter, you must provide your Adoption Leave Curtailment Notice at the same time that you provide either your Notice of Entitlement and Intention (appendix 2) or a declaration of consent and entitlement confirming that your partner has given their employer a Notice of Entitlement and Intention (see below for more details).

7.5 Revoking an Adoption Leave Curtailment Notice

If you are the primary adopter you can withdraw your notice curtailing your adoption leave in limited circumstances:

- if it is discovered that neither you as primary adopter or your partner are entitled to shared parental leave or statutory shared parental pay and you withdraw your Adoption Leave Curtailment Notice within eight weeks of the date on which the notice was given; or
- your partner has died.
-

The withdrawal of an Adoption Leave Curtailment Notice must be in writing and can be given only if you have not returned to work.

7.6 Your Notice of Entitlement and Intention

Whether you are the primary adopter or the partner, you must provide us with a non-binding Notice of Entitlement and Intention using the form in appendix 2.

7.6.1 Your notice must be provided at least eight weeks before the start date of the first period of shared parental leave to be taken

7.6.2 Within fourteen days of receiving a Notice of Entitlement and Intention, whether you are the primary adopter or partner, we can request from you:

- in relation to adoptions within the UK, documentary evidence from the adoption agency of:
 - the name and address of the adoption agency;
-

- the date on which the primary adopter was notified of being matched for adoption with your child; and
- the date on which the adoption agency expects your child to be placed for adoption with the primary adopter; and
-
- in relation to adoptions from overseas, a copy of the official notification; and
 - whether a UK or overseas adoption, the name and address of the other adoptive parent's employer (or a declaration that the other adoptive parent has no employer).
-

You have fourteen days from the date of your request to send us the required information.

7.7 If you have already decided the pattern of shared parental leave that you would like to take, you can provide more than one type of notice at the same time. For example, the primary adopter could provide an Adoption Curtailment Notice (appendix 1), Notice of Entitlement and Intention (appendix 2), and a Period of Leave Notice (appendix 3) at the same time.

Similarly, your partner could provide their Notice of Entitlement and Intention (appendix 2), and Period of Leave Notice (appendix 3) at the same time.

7.8 Varying or Cancelling a Notice of Entitlement and Intention

You can vary or cancel your proposed shared parental leave dates following the submission of a Notice of Entitlement and Intention, provided you give us written notice via the form in appendix 3.

Any variation to intended leave is non-binding until you provide a Period of Leave Notice (appendix 3) in relation to that leave.

There is no limit on the number of variations of Notice of Entitlement and Intention that you can make.

7.9 Booking Leave - Submitting a Period of Notice

To book a period of shared parental leave the employee must provide the University with a written notice using the Period of Leave Notice form (see appendix 3).

You must give your Period of Leave Notice no less than eight weeks before the start

date of the first period of shared parental leave that you are requesting.

The notice may be given at the same time as a Notice of Entitlement and Intention and can be a request for a continuous period of leave or discontinuous periods of leave.

Varying or Cancelling a Period of Leave Notice

7.10 You can vary or cancel your proposed shared parental leave dates following submission of a Period of Leave Notice, provided you give us written notice (using the form in appendix 3) at least eight weeks before the varied dates begin.

7.11 A notice to vary booked leave will count as a further notification. For example, if you had originally agreed the leave as part of your first Period of Leave Notice, cancelling or varying the leave would count as a second notification.

7.12 If we needed to propose a variation to a leave request and you agreed, this would not count as a further notification.

Limit on Number of Requests for Leave

7.13 You can provide a combined total of up to three Period of Leave Notices or variations of Period of Leave Notices per adoption.

Continuous Period of Shared Parental Leave

7.14 If you submit a Period of Leave Notice requesting one continuous period of leave, you will be entitled to take that period of leave.

Discontinuous Periods of Shared Parental Leave

7.15 If you submit a Period of Leave Notice requesting discontinuous periods of leave, we, in the two weeks beginning with the date the Period of Leave Notice was given, can:

- agree to the pattern of leave requested;
- propose an alternative pattern of leave; or
- refuse the pattern of leave requested.

In making such considerations, your line manager will think about:

- the impact the leave arrangements will have on the business and whether it could be mitigated
- whether a modification to the leave request could reduce the impact on the business, if you were agreeable to it
- what other considerations could help to achieve a mutually beneficial agreement
- the likely outcome if the request for discontinuous leave is not agreed.

7.16 If agreement is reached within those two weeks, you are entitled to take the leave on the dates agreed.

If no agreement is reached within the two weeks you are entitled to take the leave as one continuous period of leave. In that event, you must choose a start date for the leave that is at least eight weeks from the date on which the Period of Leave Notice was originally given.

You must notify us of that date within five days of the end of the two week period. If you do not choose a start date within five days of the end of the two week period, the continuous leave will start on the date of the first period of leave requested in the Period of Leave Notice.

Alternatively, if we have refused your request or no agreement has been reached during the two weeks, you may withdraw the Period of Leave Notice requesting discontinuous periods of leave.

You can withdraw a Period of Leave Notice at any time on or before the fifteenth day after the Period of Leave Notice was given.

A notice for discontinuous leave that is withdrawn before it is agreed does not count towards the total number of requests for leave that you can make.

Partner No Longer Caring for the Child

7.17 If you have shared parental leave booked and your circumstances change resulting in you no longer being responsible for caring for the child, your entitlement to shared parental leave and pay will cease immediately and you must inform us of this.

If you have booked shared parental leave within eight weeks of your entitlement ceasing then you may still be required to take this leave if it is not reasonably practicable for us to have you in work. Any periods of shared parental leave booked for after the eight weeks from cessation of entitlement must be cancelled.

If the remaining parent will continue to care for the child then they will still be eligible to take shared parental leave. The remaining parent can transfer the other parent's entitlement to their own if they have a signed agreement from the other parent confirming a variation of the leave entitlement.

Death of a Parent During the Child's First Year

7.18 If either parent dies and the other parent is taking or entitled to shared parental leave then they will continue to be eligible. Any shared parental leave which was due to be taken by the deceased parent may be transferred to the other parent (as long as the other parent is eligible.)

Should it be necessary for the other parent to take a further period of shared parental leave or to vary pre-agreed leave then notice must be given as soon as is reasonably practicable if eight weeks notice cannot be given.

If three notices to take leave have been given then we will allow one further notice to book to be submitted.

If you experience a death in this way, we encourage you to access our Employee Assistance Program (EAP) for additional support, if you feel that may be beneficial. Details of the EAP can be found on the HR pages of the intranet or from your HR representative directly.

Contact During Shared Parental Leave

7.19 Prior to shared parental leave commencing your line manager will agree with you, the level of contact which will take place during the leave period.

7.20 Either party is entitled to initiate this contact during the leave, with the aim of keeping you informed. This can include but not be limited to forwarding relevant information and invitations to key meetings and social events and discussing return to work arrangements

Shared Parental Leave in Touch days ('SPLIT' days)

7.21 'Shared Parental Leave in Touch' (SPLIT) days allow each parent to carry out up to twenty days' work during your shared parental leave period, without bringing your shared parental leave to an end.

7.22 The twenty SPLIT days are in addition to the ten Keeping In Touch (KIT) days available for employees on adoption leave, and SPLIT days can be taken at any time

during the shared parental leave period, except for the compulsory first two weeks of adoption leave for the primary adopter.

- 7.23 SPLIT days must be agreed between both you and your line manager, as there is no obligation on either party to make use of these days.
- 7.24 If SPLIT days are worked, they do not extend the statutory shared parental leave period.

Payment for each SPLIT day worked will be made based on the number of hours worked. However, regardless of the number of hours worked during a SPLIT day, it will constitute a full day's work for the purposes of the number of SPLIT days used. For example, working 3 hours on a SPLIT day will count as having used 1 whole SPLIT day from the 20 days allowance.

8. Job Vacancies

While you are on shared parental leave, you can ask to be provided with details of our current job vacancies. You can select how to receive these on the Period of Leave Notice form (appendix 3).

9. Pension Schemes

Information on pension contributions whilst on shared parental leave can be provided upon request from the payroll team.

10. Salary Increments and Cost of Living Increases

Salary increments and cost of living pay rises will be applied as normal during shared parental leave.

11. Annual Leave and Bank Holidays

Whilst on shared parental leave you continue to accrue annual leave, bank holidays and closed days. These can be taken on return from shared parental leave or between blocks of shared parental leave and should be agreed with your line manager in accordance with normal annual leave procedures.

You should try to take your entitlement during the relevant annual leave year wherever possible but where that is not possible it will carry over into the next annual leave year. You will be encouraged to take any carry over before returning to work.

12. Returning to Work

12.1 If you are returning from a total of 26 weeks or less of shared parental leave or a combined leave period (comprising of maternity/paternity and shared parental leave, relating to the same child) you are entitled to return to work to the same job that you occupied before commencing leave, on the same terms and conditions of employment.

If a post does not exist due to a restructure the Redundancy Policy and Procedure, and Redeployment Policy and Procedure will apply.

12.2 If you are returning after shared parental leave or a combined period of leave where the number of weeks exceeds 26 weeks in total, you are entitled to return to the same job unless it is not reasonably practicable. In such circumstances you have the right to return to another job that is suitable and appropriate for you.

12.3 If you decide not to return to work you must provide us with notice of resignation in accordance with their contract of employment. If the notice period would expire after the shared parental leave period has ended we may require you to return to work until the end of your notice period or to take any outstanding annual leave.

13. Flexible Working Requests

You have a statutory right to request flexible working on return from shared parental leave. Please refer to the Flexible Working Policy and Procedure for full details.

14. Parental Leave

You may have the right to 18 weeks unpaid Parental Leave. Further details can be found in the Time Off and Special Leave Policy and Procedure.

15. Associated Documents

- Shared Parental Leave Policy and Procedure (Adoption)

- Time Off and Special Leave Policy and Procedure
- Maternity/Adoption Leave Policy and Procedure
- Paternity Leave Policy and Procedure
- Adoption Leave Policy and Procedure
- Flexible Working Policy and Procedure
- Annual Leave Guidance

16. Equality Impact Assessment

An Equality Impact Assessment accompanies this document.

17. Version Control

Author: HR
Date written: Spring 2015
Board approval 23/06/2015

Record of Amendments

Date	Nov 2020
Version number	2
Details of change	Separated policy into two – one for birth child and one for adopted child, and reviewed and updated wording to give more clarity. Also changed to be written in first person.
Approval	TUL Nov 2020, JCNC and UMT 20 th April 2021.

Appendix

Adoption Leave Curtailment Notice (to be completed by the primary adopter)

I confirm that I intend to end my adoption leave on: _____(date)

I also wish to end my statutory adoption pay on: _____(date)

Full Name: _____

Signed: _____ Dated: _____

Appendix

Notice of Entitlement and Intention

Non-binding notice to be completed by the employee of the University, whether you are the Birth parent or the Partner, which must be completed in full (by both partners) and provided at least 8 weeks before the start date of the first period of shared parental leave to be taken.

Notice 1

Use if the employee of the University is the primary adopter

<p>Primary Adopter's Full Name: (the employee)</p>
<p>Partner's Full Name:</p>
<p>Start and end dates of any statutory adoption leave taken or to be taken by the primary adopter:</p>
<p>Total amount of shared parental leave available:</p>
<p>The date when the primary adopter was notified of having been matched for adoption (or received official notification about an adoption from overseas):</p>
<p>The date when the child is expected to be placed for adoption with the primary adopter and the date of the placement (or the date on which the child is expected to enter Great Britain in relation to an adoption from overseas): <i>If the child has not yet been placed for adoption or entered Great Britain, the date of placement for adoption or entry into Great Britain must be provided as soon as reasonably practicable after the placement or entry, and before the first period of shared parental leave to be taken by the primary adopter);</i></p>

Amount of shared parental leave intended to be taken (in weeks)

Primary adopter

Partner

When you (the employee and primary adopter) intend to take the leave

(Including start and end dates for each period of leave)

Primary Adopter's Declaration (employee)

I declare that:

- I satisfy, or will satisfy, the eligibility requirements to take shared parental leave
- the information I have given in the notice of entitlement and intention is accurate;
- I will immediately inform the University if I cease to care for the child.

Signed by the primary adopter (the employee) _____

Dated _____

Partner's Declaration

Partner's Full Name:

Partner's Address:

Partner's National Insurance Number:

I declare that:

- I satisfy, or will satisfy, the eligibility requirements to take shared parental leave
- I am married to, the civil partner of, or the partner of, the primary adopter;
- I consent to the amount of leave that the primary adopter intends to take; and
- I consent to the primary adopter's employer processing the information that I have provided in this declaration.

Signed by the partner _____

Dated _____

Notice 2

Use if the employee of the University is the partner

<p>Partner's Full Name: (the employee)</p>
<p>Primary Adopter's Full Name:</p>
<p>Start and end dates of any statutory adoption <u>leave</u> taken or to be taken by the primary adopter:</p>
<p>Start and end dates of any statutory adoption <u>pay</u> taken or to be taken by the primary adopter:</p>
<p>Total amount of shared parental leave available:</p>
<p>The date when the primary adopter was notified of having been matched for adoption (or received official notification about an adoption from overseas):</p>

Where statutory adoption leave was not taken, or is not to be taken, the start and end dates of any period in which statutory adoption pay is paid and payable

The date when the child is expected to be placed for adoption with the primary adopter and the date of the placement (or the date on which the child is expected to enter Great Britain in relation to an adoption from overseas):

If the child has not yet been placed for adoption or entered Great Britain, the date of placement for adoption or entry into Great Britain must be provided as soon as reasonably practicable after the placement or entry, and before the first period of shared parental leave to be taken by the primary adopter);

Amount of shared parental leave intended to be taken (in weeks)

Partner

Primary adopter

When you (the employee and partner) intend to take the leave

(Including start and end dates for each period of leave)

Partner's Declaration (employee)

- I satisfy, or will satisfy, the eligibility requirements to take shared parental leave
- the information I have given in the notice of entitlement and intention is accurate;
- I am married to, or the civil partner or the partner of the primary adopter; and
- I will immediately inform the University if I cease to care for the child or if the primary adopter informs me that they no longer meet the requirements to have curtailed their adoption leave or pay period.

Signed by the Partner (the employee) _____

Dated _____

Primary Adopter's Declaration

Primary Adopter's Full Name:

Primary Adopter's Address:

Primary Adopter's National Insurance Number:

I declare that:

- I satisfy, or will satisfy, the eligibility requirements to take shared parental leave
- I consent to the amount of leave that my partner intends to take;
- I will immediately inform my partner (the employee) if I no longer meet the requirements to have curtailed my adoption leave or pay period; and
- I consent to my partner's employer processing the information that I have provided in this declaration.

Signed by the Primary adopter _____

Dated _____

Appendix 3

Period of Leave Notice

(to book or vary shared parental leave and pay)

Employee's Full Name: _____

Date of birth of child: _____

Notice to book Shared Parental Leave

Proposed dates:

Block of shared parental leave will start _____ and end _____

To claim shared parental pay for any of the above time period, please state below.

Proposed dates:

Block of shared parental pay will start _____ and end _____

Balance of weeks of shared parental leave: _____

Balance of weeks of shared parental pay: _____

Notice to vary Shared Parental Leave

Dates of leave requesting to vary: _____

Revised proposed start date: _____

Revised proposed end date: _____

To claim shared parental pay for any of the revised period, please state below:

Proposed date block of shared parental pay will start: _____

Proposed date block of shared parental pay will end: _____

Notification of Job Vacancies

If you would like to receive notice of job vacancies from us while you are on shared parental leave, please provide the email address where you would like to receive them:

Declarations:

Employee

I declare that I agree to the variation to the shared parental leave dates proposed.

Full Name _____

Signed _____ Dated _____

Partner

I declare that I am the partner of the above named employee and I agree to the variation to the Shared Parental Leave dates proposed.

Full Name _____

Signed _____ Dated _____