



South York
MULTI-ACADEMY TRUST

SHARED PARENTAL LEAVE POLICY

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This policy has been adopted by the Board of Directors of the South York Multi-Academy Trust (SYMAT) and applies to all Trusts that make up the Trust.

This policy applies to both teaching and support staff within the Trust operating within the South York Multi-Academy Trust unless specific conditions and applications are identified within this policy.

This policy will be monitored regularly by the Multi Academy Trust Board in line with the agreed timetable for policy review or sooner as events or legislation changes require.

This Policy is derived from an original CYC policy from 2015 and has been developed and improved to provide further clarity for managers and staff who are increasingly making use of Shared Parental Leave. It offers further clarity and clearer paperwork to support making applications.

SHARED PARENTAL LEAVE POLICY & PROCEDURE

1. Introduction

This policy and procedure sets out the entitlements of employees to shared parental leave.

Shared parental leave is available to parents with babies due or placed with them for adoption and is a statutory entitlement in addition to those of maternity, paternity and adoption leave.

It enables the mother or primary adopter to reduce their 52 weeks maternity / adoption leave entitlement and to opt in to share the untaken balance of leave as shared parental leave with their partner.

There may also be an entitlement to Shared Parental Pay.

Shared parental leave should not be confused with ordinary parental leave or paternity leave.

2. Scope

This policy applies to all Trust employees, where the governing bodies of the schools have adopted the policy.

It is our policy to ensure that:

- There is a procedure which sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave and Shared Parental Pay;
- Discussions take place to ensure employees understand their entitlements and options and to enable questions and concerns to be resolved quickly;
- Shared parental pay will be based upon statutory payments;
- Applications will be fairly and consistently applied ;
- Employees on shared parental leave will continue to benefit from all of their contractual terms and conditions, with the exception of remuneration.

SHARED PARENTAL LEAVE AND PAY PROCEDURE

1. What is Shared Parental Leave?

Shared parental leave gives couples, with main caring responsibilities for a child greater freedom to decide how to take their family-friendly leave during the first year of birth or adoption.

All employed mothers / primary adopters are entitled to 52 weeks of statutory maternity/adoption leave regardless of their length of service. Any time after the two week compulsory maternity / adoption leave period the mother / primary adopter is able to bring their maternity/adoption leave to an end early and convert the balance of untaken leave into shared parental leave.

If eligible, both parents then have the choice to share the untaken balance of maternity/adoption leave as shared parental leave.

There may also be an entitlement to take some shared parental pay available for eligible parents to share between them while on shared parental leave.

2. What is Shared Parental Pay?

The number of week's shared parental pay available to parents will depend on how much statutory maternity/adoption pay or maternity allowance the mother has been paid when her maternity/adoption leave or pay period ends.

Eligible employees will be entitled to claim shared parental pay of up to 39 weeks (less any weeks of statutory maternity pay, maternity allowance or statutory adoption pay already claimed) within one year from the birth or placement

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 week rate.

Shared parental pay is a joint entitlement and it is up to the parents as to who is paid the statutory shared parental pay and how it is apportioned between them.

3. Eligibility Criteria

Shared Parental Leave can only be used by two people:

- The mother / primary adopter and
- One of the following:

- The father of the child (in the case of birth) or
- The spouse, civil partner or partner of the child's mother/ primary adopter.

To be entitled to take shared parental leave and pay both parents **must** share the main responsibility for the care of the child at the time of the birth/placement for adoption.

3.1 Shared Parental Leave

An employee applying to take shared parental leave must also meet the following criteria:

- Have a minimum of 26 weeks continuous service at the end of the 15th week before the week their child is due to be born (EWC) / matching date (adoption);
- Be working for the Trust at the start of each period of shared parental leave;
- That the mother/primary adopter of the child must be / have been entitled to statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance and **must have ended or given notice to** reduce any maternity / adoption entitlements;
- Their partner has been employed or self-employed during at least 26 of the 66 weeks leading up to the child's expected due date/ matching date and have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks;
- Have correctly notified the school of their entitlement and provided evidence as required as detailed in the procedure set out below.

3.2 Shared Parental Pay

To be able to claim shared parental pay during shared parental leave an employee must also meet the following criteria:

- The mother/primary adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced this pay or allowance period;
- The employee must intend to care for the child during the week in which shared parental pay is payable;
- The employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the week the child is expected to be born / matching date at not less than the lower earnings limit in force for national insurance contributions;
- The employee must remain in continuous employment until the first week of shared parental pay has begun;
- The employee must give proper notification in accordance with the rules set out below.

4. Conditions for taking Shared Parental Leave:

Shared Parental Leave:

- Must be taken during the child's first year in the family and must end no later than one year after the birth or placement of the child.
- Cannot be taken by the mother during the first two weeks of the birth. Similarly an adopter must take at least 2 weeks of adoption leave before it can be curtailed.
- Cannot exceed 50 weeks with the actual amount applied for being dependent upon:
 - when the mother or primary adopter brings their maternity/adoption leave period to an end; and
 - the amount of leave that the other parent takes in respect of the child.
- Can be taken in:
 - one continuous block which will be automatically accepted; or
 - in discontinuous blocks of at least one week providing the leave can be accommodated and agreed.

Employees can:

- Submit a maximum of three requests for leave per pregnancy;
- Take shared parental leave concurrently with the mother/primary adopter on maternity/adoption leave;
- Take shared parental leave together with their partner or separately providing the leave taken by both parents does not exceed their joint entitlement.

5. Implications for Paternity Pay and Leave

Once shared parental leave is taken any entitlement to paternity leave and pay will cease. So partners may first choose to exhaust any paternity leave entitlement.

6. Process Steps

It should be remembered that this procedure applies in relation to employees of the Trust, regardless of whether they are the mother, primary adopter or partner.

An employee considering taking shared parental leave is encouraged to informally discuss as early as possible their potential entitlement and their plans with their Line Manager / HR.

This will enable support to be given and ensure the individual is aware of all their entitlements, as well as allowing the Trust to plan for periods of leave.

Couples need to submit the appropriate notifications (as noted in this procedure) to take shared parental leave to their own employer who may have their own shared parental leave policy/procedure in place.

6.1 Notifying eligibility and applying for shared parental leave with or without pay?

All employees entitled and intending to take shared parental leave must give their Line Manager notification of their entitlement and intention to take shared parental leave in

writing, at least 8 weeks before they can take any period of shared parental leave and receive any shared parental pay.

To ensure that the statutory requirements are met employees are required to complete the appropriate forms. **Appendix 1** gives details of which forms should be completed and signed by both the employee and their partner.

The Line Manager may upon receiving a notification of entitlement to take shared parental leave seek to arrange an informal discussion with the employee to talk about their intentions and how they currently expect to use their shared parental leave entitlement. They may speak to the Trust's HR Business Partner for more advice.

Fraudulent Claims

Any suspicion that fraudulent information has been provided or where the HMRC informs the organisation that a fraudulent claim has been made will be considered as gross misconduct and dealt with in accordance with the Trust's disciplinary procedure.

The Trust reserves the right to check entitlement to shared parental leave and shared parental pay. As a result employees may be required to provide further evidence of eligibility as detailed on the notification form of entitlement.

6.2 Confirmation of Entitlement

The Line manager / Trust HR will confirm an employee's entitlement to shared parental leave and or pay in writing, following receipt of notification of entitlement.

6.3 Booking Shared Parental Leave.

An employee must give notice to take leave and the appropriate forms completed and submitted.

Appendix 1 explains which forms should be completed in the various scenarios which parental leave can be used.

They must be submitted at least 8 weeks before the date on which the individual wishes the leave to start.

Up to three booking forms (or notifications) specifying leave periods the employee is intending to take can be submitted or details can be submitted on the same form.

6.4 How can Leave be taken?

Each notification (or booking) may contain either:

a. a single unbroken period of weeks of leave (continuous)

b. two or more weeks of discontinuous leave, where the employee intends to return to work between the periods of leave. Up to a maximum of 3 separate periods of leave.

Shared parental leave can only be taken in complete weeks but may begin on any day of the week. For example if shared parental leave began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of shared parental leave, the next period of shared parental leave can start on any day of the week.

All booking notices for leave will be dealt with as soon as possible by HR / employees line manager who will confirm in writing no later than two weeks after the leave request has been made.

6.4.1 Continuous Leave Notifications

Continuous blocks of leave requests notified in a single notification will be **automatically agreed**, so long as:

- it does not exceed the total number of weeks of shared parental leave available to them (as specified in their notice of entitlement) and
- at least eight weeks notice has been given.

6.4.2 Discontinuous Leave Notifications

Discontinuous blocks of leave requested in a single notification **will be considered**, but can be refused or approved in part, by the manager if he/she is unable to accommodate the request.

Up to 3 periods of discontinuous leave can be requested.

Where the employees manager has concerns over agreeing to the discontinuous leave booking the manager will arrange to discuss the notification with the employee as soon as is reasonably practicable. Employees may be accompanied by a work colleague or trade union representative at the meeting if they wish.

In determining whether the request can be granted the potential benefits to the employee and to the Trust will be weighed up against any adverse impact on service delivery. Each request for discontinuous leave will be considered on a case by case basis with a view to agreeing an arrangement that meets both the needs of the employee and the Trust.

Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern.

6.5 Refusal to grant leave pattern requested.

If the leave pattern requested by the employee is refused then the employee can either:

- withdraw the request within 15 calendar days of giving it or
- can take the leave in a single continuous block.

If the employee chooses to take the leave in a single continuous block, the employee has until the 19th calendar day from the date the original notification was given to choose when they want the leave period to begin. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

6.6 Variations to arranged shared parental leave

The employee is permitted to vary or cancel an agreed and booked period of shared parental leave provided that they advise the Trust in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/ vary leave by one.

However, a change as a result of a child being born early, or as a result of the Trust requesting it be changed, and the employee being agreeable to the change, will not count as further notification.

6.7 Notification to Payroll

To ensure leave taken and appropriate pay is received all confirmation to entitlement and leave bookings made (using the forms attached to this procedure) will be checked, authorised and sent by the SBM / HR to Payroll.

6.8 Terms and Conditions during Shared Parental Leave

During the period of shared parental leave, the employee will continue to receive all contractual benefits except for salary.

Pension contributions will continue to be made during any period when the employee is receiving shared parental pay based upon the applicable pension schemes rules.

Employees should also refer to the applicable pension scheme rules to determine whether they may be able to opt to replace any pension lost during unpaid shared parental leave.

For the Local Government Pension Scheme: click [HERE](#)

For Teachers Pension Scheme: click [HERE](#)

6.9 Contact during Shared Parental Leave

Before an employee's shared parental leave begins, the employee's line manager will discuss the arrangements for them to keep in touch during their leave.

The Trust reserves the right in any event to maintain reasonable contact with the employee from time to time during their shared parental leave.

This may be to discuss: the employee's plans to return to work; to ensure the individual is aware of any possible promotion opportunities; to discuss any special arrangements to be made or training to be given; to ease their return to work or simply to update them on developments at work during their absence.

7. Shared Parental Leave in Touch Days (SPLIT days).

Employees may work (or attend training), subject to agreement, during their shared parental leave for up to 20 days; without bringing their shared parental leave to an end. These days are known as "Shared Parental Leave In Touch" or SPLIT days.

During such work the employee will receive their normal contractual pay for the hours worked minus any shared parental pay they may be in receipt of. Any SPLIT days worked do not extend the period of shared parental leave.

8. Returning to work after Shared Parental Leave

Employees are expected to return to work on the next working day following the end date of any period of shared parental leave.

Where an employee is unable to return on the expected day due to sickness, they should make the Trust aware in accordance with the relevant School's sickness absence notification procedure.

9. Return before the end of Shared Parental leave

Employees wishing to return earlier than the expected return date may provide a written notice to vary the leave and must give the Trust at least 8 weeks notice of their date of early return.

This will count as one of the employee's three notifications. If they have already used their three notifications to book and / or vary leave then the Trust or line manager does not have to accept the notice to return early but may do if its is considered to be reasonably practicable to do so.

10. Right to Return to Work

Employees have the right to return to the job in which they were employed under their original contract of employment and on terms and conditions not less favourable than those which would have been applicable to them if they had not been absent. "Job" for this purpose, means the nature of the work which they were employed to do and the capacity and place in which they were so employed.

Where it is not practicable by reason of redundancy for the Trust to permit the employee to return to work in their job as defined above, the employee is entitled to "special protection" under the redeployment procedure and will be offered a suitable alternative vacancy where one exists, provided that the work to be done is suitable for them, appropriate in the circumstances and on no less favourable terms and conditions.

Suitable alternative employment may also be offered in exceptional circumstances other than redundancy e.g. a general re-organisation which would have occurred if the employee had not been absent.

11. Notification of changes

In certain situations an employee's rights and requirements regarding shared parental leave and shared parental pay may change.

The employee must notify the Trust of any changes as soon as is reasonably practicable to do so and the school/academy will abide by any statutory obligations.

Appendix 1 SPL forms



These are the forms needed by a mother and the person she will share Shared Parental Leave (SPL) with – known as the partner - to confirm eligibility and entitlement with their employers. The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP).

What forms need to be completed?			
	Both parents want to take SPL	Just the mother wants to take SPL	Just the partner wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

Key abbreviations used in these forms:

SPL Shared Parental Leave
ShPP Statutory Shared Parental Pay
SMP Statutory Maternity Pay
MA Maternity Allowance

Form 1: Curtailment of Maternity Leave and Pay (for Mother's Employer)

SECTION A: General (must be completed)	
<p>Please accept this as my notice to curtail my maternity leave and/or SMP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my maternity leave will end on the date given in Section B and that my SMP will end on the date given in Section C. I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner to opt into SPL and ShPP I can only reinstate my SMP if I revoke this notice before the end date given in Section C.</p>	
Mother's surname	
Mother's first name(s)	
Child's expected date of birth	
Actual date of child's birth (if born)	
SECTION B: Curtailing maternity leave (must be completed)	
Date statutory maternity leave started/is intended to start	
Date statutory maternity leave will come to an end	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
SECTION C: Curtailing maternity pay (only complete if claiming ShPP)	
Date SMP started/is intended to start	
Date SMP will come to an end	
Total number of weeks of SMP that will have been paid at the date that SMP ends	
SECTION D: Signature (must be completed)	
Signature of mother	
Date signed	

Form 2: Notification that Mother is intending to take SPL (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother's Surname	
Mother's First name(s)	
Partner's surname	
Partner's first name(s)	
Partner's Address	
Partner's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) statutory maternity leave	
Date mother's statutory maternity leave ended (or will end)	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
Date mother started (or intends to start) SMP or MA	
Date mother's SMP or MA ended (or will end)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the mother) intend to take	
Total number of weeks of SPL my partner intends to take	

SECTION D: Indication of Mother's leave intentions (must be completed but is not binding)

I (the mother) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)

Total number of weeks of ShPP I (the mother) intend to take:

Total number of weeks of ShPP my partner intends to take:

I (the mother) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION F: Mother's declaration (must be completed)

The following points apply in all circumstances where a mother is entitled to maternity leave:

- I am giving notice that I am entitled to and intend to take SPL
- I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below)
- I am entitled to maternity leave, my maternity leave period is reduced and the remaining weeks are now available as SPL
- I will inform my employer immediately if I am no longer caring for my child
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- I (or my partner) have given a period of SPL notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I intend to care for my child in the weeks I receive ShPP

- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA
- The information provided in this declaration is accurate

Signature of mother

Date mother signed

SECTION G: Partner's declaration (must be completed)

- I am the father of the child, or at the date of the birth I was/will be the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship
- I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother)
- I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth
- I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of childbirth
- I consent to the amount of SPL which the mother intends to take, as set out in Section D above.
- I consent to the mother's employer processing the information I have provided
- I consent to the amount of ShPP which the mother intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of partner

Date partner signed

Form 3: Notice confirming that Partner is taking SPL but mother is not (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother's surname	
Mother's first name(s)	
SECTION B: Confirmation	
<ul style="list-style-type: none">• I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant)• I declare that my partner has given a notice to their employer to take SPL and/or ShPP.• I consent to my partner's intended claim for SPL and/or ShPP.	
SECTION C: Signature (must be completed)	
Signature of mother	
Date signed	

Form 4: Notification that Partner is intending to take SPL (for Partner's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's Surname	
Partner's First name(s)	
Mother's surname	
Mother's first name(s)	
Mother's Address	
Mother's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) maternity leave (if applicable)	
Date mother's maternity leave ended (or will end) (if applicable)	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Date mother started (or intends to start) SMP or MA (if applicable)	
Date mother's SMP or MA ended (or will end) (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)

The total number of weeks of SPL created depends on the mothers leave and pay entitlements:

- If the mother was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid
- If the mother previously revoked her curtailment notice any SPL that was taken by the partner must be deducted

Total number of weeks of SPL created (50 max)	
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Total number of weeks of SPL I (the partner) intend to take	
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Total number of weeks of SPL the mother intends to take (if applicable)	
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SECTION D: Indication of Partner's leave intentions (must be completed but is not binding)

I (the partner) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
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Total number of weeks of ShPP I (the partner) intend to take:	
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Total number of weeks of ShPP mother intends to take:	
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I (the partner) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION F: Partner's declaration (must be completed)

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the father of the child, or at the time of the birth I was/will be the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship
- I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of our child at the time of the child's birth (along with the child's mother who has made the declaration below)
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of the mother's employer or a declaration that she does not have an employer if my employer asks for this within 14 days of the date of this notice
- I will inform my employer immediately if I am no longer caring for our child or if my partner revokes her notice to curtail her maternity leave or SMP/maternity allowance period
- I (or my partner) have given a period of SPL notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child in the weeks I receive ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of partner

Date partner signed

SECTION G: Mother's declaration (must be completed)**The following points apply in all circumstances:**

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth
- I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of birth
- I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP or MA
- I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided
- The information provided in this declaration is correct

Signature of mother

Date mother signed