

# Shared Parental Leave People Management Process Guide for Headteachers

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[sirgar.llyw.cymru](http://sirgar.llyw.cymru)  
[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

## What is Shared Parental Leave?

Shared Parental Leave (SPL) allows eligible parents to **share up to 50 weeks of leave and up to 37 weeks of statutory pay** following the birth or adoption of a child.

SPL gives parents flexibility to care for their child during the first year by allowing them to:

- Take leave at the same time
- Take leave in separate blocks
- Alternate periods of work and leave to suit family needs

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## How SPL Works – Step by Step

### Step 1: Employee Gives Notice

The employee must give at least 8 weeks' notice of their intention to take SPL.

### Step 2: Curtailment of Maternity/Adoption Leave

The employee who is ending maternity or adoption leave must complete the **Curtailment Notice Form** <https://intranet/media/0irouwer/shared-parental-leave-maternity-leave-curtailment-notice.docx>

This formally confirms how much leave and pay will be available to share.

### Step 3: Notice of Entitlement

The employee submits a **Notice of Entitlement**, which confirms:

- Their eligibility for SPL
- The amount of SPL available
- An initial indication of how they plan to use it

This is **not** a formal booking of leave. <https://intranet/media/119095/shared-parental-leave-notice-to-entitlement-intention-to-take-spl.docx>

<https://intranet/media/119094/shared-parental-leave-notice-of-entitlement-intention-partner.docx>

### Step 4: Booking Notice

The employee submits a **Booking Notice** which formally requests SPL and confirms:

- Start and end dates

- Whether the leave is continuous (one block) or discontinuous (multiple blocks)

Employees can submit up to three Booking Notices in total.

<https://intranet/media/lnlmes0k/shared-parental-leave-period-of-leave-notice.docx>

### **Step 5: Manager Response**

Managers must respond **within 14 days** of receiving a Booking Notice.

- **Continuous leave (one block):**  
Must be approved
- **Discontinuous leave (multiple blocks):**  
Managers may:
  - Agree to the requested patterns
  - Discuss and negotiate alternatives
  - Refuse the discontinuous pattern

#### **Please note:**

Managers can only refuse discontinuous Shared Parental Leave (ShPL) when an employee submits one booking notice that includes multiple separate leave periods. In that case, the employer may refuse the pattern within the 14-day discussion period but must allow the employee to take the leave as one continuous block instead if still required.

If an employee submits three separate booking notices for three separate periods of leave, these are treated as **separate requests** and cannot be refused just because the leave is discontinuous, as long as each notice meets statutory requirements.

Each booking notice counts toward the employee's maximum of three requests.

### **Step 6: Absence Team Processing**

Once agreed, the application form must be submitted to the **Absence Team:**  
**HRAbsenceTeam@carmarthenshire.gov.uk**

The Absence Team will:

- Process the request
- Issue a confirmation letter to the employee
- Copy the head teacher
- Confirm:
  - Approved SPL dates
  - Pay during leave
  - Return-to-work date

### **Return-to-Work Date**

- The return date is assumed to be the next working day after SPL ends, as confirmed in writing by the Absence Team.
- If the employee wishes to return earlier, they must:
  - Give 8 weeks' written notice
  - This counts as one of the three allowed notifications
- If all three notifications have already been used, managers are not required to accept changes but may do so if reasonably practicable.
- If the employee is unable to return due to illness, normal sickness absence policy applies.

### **Pay During Shared Parental Leave**

- Statutory Shared Parental Pay (ShPP) is payable for up to 37 weeks
- Paid at the government statutory rate (or 90% of average earnings if lower)
- 92% of ShPP is reclaimed from HMRC via payroll
- Schools incur only 8% of the statutory pay cost

### **Shared Parental Leave In Touch (SPLIT) Days**

Employees may work up to **20 SPLIT days** during SPL without ending their leave.

#### **Are SPLIT days mandatory?**

No. SPLIT days must be mutually agreed.

Examples include:

- Training
- Team meetings
- Handover or project updates

#### **SPLIT Day Pay**

- Paid by agreement only
- Paid in line with CCC policy
- Applications must be made using:
  - SPLIT Day Application Form (HWB/PORTH), or
  - My View system

#### **Return to Work Rights**

Employees returning from SPL are entitled to:

- Return to the same job
- The same terms and conditions
- No disadvantage or discrimination
- Return on the next available working day after SPL ends

## School Staff Absence Scheme

As the SHPL is a statutory payment and the school is able to reclaim 92% of the cost, the leave/absence is **not** covered under the school staff absence scheme.

### Headteachers Checklist

- ✓ Discuss SPL options with employee
- ✓ Agree leave pattern (or discuss alternatives if discontinuous)
- ✓ Notify HR Absence Team
- ✓ Confirm return-to-work date
- ✓ Arrange cover
- ✓ Discuss SPLIT days
- ✓ Ensure SPLIT day forms are completed if applicable

## Shared Parental Leave (SPL) – Quick Guide

Quick reference for headteachers/managers handling SPL requests: Follow these steps to ensure compliance and smooth processing.

Step	Action
1	Employee notifies intention to take SPL
2	Check 8 weeks' notice given
3	Confirm maternity/adoption leave curtailed – form available
4	Ensure Notice of Entitlement submitted on required application form
5	Receive Booking Notice – application form available
6	Determine leave type: Continuous or Discontinuous
7	Approve continuous leave; negotiate/deny discontinuous
8	Submit application to HR Absence Team
9	HR Absence team issues confirmation letter
10	Discuss cover & SPLIT days
11	Employee takes SPL and returns after end date

### Key Reminders

- 14 days to respond to a Booking Notice
- Continuous leave must be approved
- Discontinuous leave can be negotiated or refused
- Employee allowed max 3 booking/variation notices
- SPLIT days are optional and by agreement only
- Absence Team must always issue written confirmation/head will be copied in