University of Sussex
Shared Parental Leave and Pay Procedure
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the child's ‘date of birth’ are to the date of placement in the case of adoption. With the exception of
paragraph 2.1 below, the different categories of ‘mother’ and ‘partner’ and the situation for those
who are adopting a child will only be explicitly stated if they differ from those of maternity.

1.6. For the purposes of this document, the term ‘child’ will refer to ‘children’ in the case of multiple

3.6. In order for SPL to commence, three types of notice must be given:
x Curtailment of Maternity Leave (section 5) – this is the mother's notice to give up the right
to further maternity leave, so that the remaining leave can be converted to SPL.
x Notification of Intention and Entitlement (section 6) – this is the notice given to tell the
University that you are eligible to take SPL and intend to take it.
x Period of Leave Notification (section 7) – this is the notice used to actually book the SPL you
wish to take.

4. Shared Parental Pay (ShPP)

4.1. If you and/or the person you are sharing SPL with are eligible for Shared Parental Pay (ShPP),
you may be entitled to share a maximum of 37 weeks’ ShPP whilst taking your SPL. The number of
weeks available will depend on the number of weeks by which the mother reduces their maternity
pay period or maternity allowance period. So if the mother ends their maternity pay period when
there is

4.6. ShPP may be payable during some or all of SPL, depending on the length and timing of SPL.
Where ShPP is not available (because it has been exhausted or because you were not eligible to
receive it) SPL will be unpaid. There may be situations where one person sharing the SPL qualifies for
ShPP but the other does not.

4.7. ShPP is paid at the applicable statutory rate which may change from time to time. The current
rate can be found on the HMRC website.

5. Curtailment of maternity leave

5.1. Before SPL can be taken, the mother must either have already ended their maternity leave by
returning to work, or have curtailed or given notice to curtail their maternity leave. If you, as a
University employee, are the mother and you have not already returned to work you must complete
and submit (in MyView) a SPL1 Leave Curtailment Notice and Notice of Entitlement & Intention form
(see section 6) to be received by Human Resources at least eight weeks before the period of SPL is
due to
commence. If you are the partner of the mother, you will provide details of the mother’s curtailment
(or return to work) when you complete your Notification of Entitlement & Intention (see section 6).

5.2. Whether or not the mother is employed by the University, the date of curtailment of their
maternity leave must be after the end of the compulsory two week maternity leave period
immediately following the child’s date of birth.
at

the
date

5 .5. If you revoke your Leave Curtailment Notice you will remain on maternity leave and continue to

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If the University makes such a request you are required to provide the requested information to the
Human Resources within 14 calendar days in order to be entitled to SPL.

6.4. The University will provide written acknowledgement of your Notification of Entitlement &
Intention form.

6.5. The Notification of Entitlement & Intention form asks you to indicate the dates and duration of
any SPL (and ShPP if applicable) that you intend to take. The information in this form is intended as
an indication only – the details you give are not binding and do not constitute a formal request for
SPL or ShPP. However, you can at the same time make a formal request for SPL by sending a Period
of Leave Notice to the University, along with your Notice of Entitlement and Intention. See section 7
for further information about formally requesting a period of SPL.

6.6. If at any time after you have submitted your Notification of Entitlement and Intention form your
circumstances change such that you and/or your partner would no

7.3. You are entitled to submit a maximum of three Period of Leave Notice forms in total. These can
be used to book, vary or cancel a period of SPL. So if you use one form to book a period of SPL and
another form to vary that period of leave, you will have one form left to use to book a further period
of SPL.

7.4. Each Period of Leave Notice booking form may contain either (i) one single continuous period of
leave; or (ii) two or more periods of discontinuous leave (i.e. where you intend to return to work
between periods of leave).

7.5. SPL and ShPP can only be taken in complete weeks, but may begin on any day of the week (i.e. if
a week of SPL began on a Tuesday it would finish on a Monday). If you return to work between
periods of SPL, the next period of SPL can start on any day of the week, but can only be taken in
complete weeks.

Continuous leave

7.6. A request for a period of continuous SPL (and ShPP if applicable) is a number of weeks taken in
one single unbroken block (for example, six weeks in a row). Provided you have met the eligibility
and notification requirements, and given the required notice, you can take a period of continuous
SPL from a date of your choice, at your discretion.

7.7. A Period of Leave Notice for a single block of continuous SPL cannot be withdrawn. If you no
longer wish to take the leave at this time you must cancel or vary the Period of Leave Notice (see
section 9 below) and this will count as one of your three Period of Leave Notices.

Discontinuous leave

7.8. A single notification may contain a request for two or more periods of discontinuous leave, (for
example two separate blocks of four weeks, or a request to work every other week for a period of
eight weeks). A request for discontinuous leave is subject to agreement by the University.

7.9. If your manager has concerns about accommodating your request for discontinuous SPL, you
will be invited to a meeting to discuss your request with a view to agreeing an arrangement which
meets both your needs and the operational requirements of the University. If you wish, you may be
accompanied at the meeting by a workplace colleague or trade union representative. A member of
HR staff may also be present.

7.10. The purpose of the meeting will be to discuss in detail the leave proposed, and a20.1 Tm08875 0 595.56 842.04 reand a20.1 Tm08875 0 595.56 842.04 reand a20.1 Tm08875 0 595.56 842.04 reand a20.1 Tm0887 842.0e756ern.04 Tf

manager may also wish to consider whether a modified arrangement would be agreeable to both
parties, and what the outcome may be if no agreement is reached.

7.11. You can withdraw a Period of Leave Notice for a discontinuous block of leave within 15
calendar days of Human Resources receiving it provided that your request has not already been
agreed (i.e. if either the University has not yet responded to your request, or the University has
refused your request - see section 8 below). If your Period of Leave Notice has been withdrawn it will
not count towards your three Period of Leave Notices. If your request has already been agreed or
you wish to cancel or vary it after the 15 calendar day time limit, you will need to follow the
procedure set out in section 9. Any such variation or cancellation would count towards your three
Period of Leave Notices.

8. How will the University respond to your Period of Leave Notice?

8.1. Your Period of Leave Notice will be dealt with as soon as reasonably

weeks requested o n the original no tification. The dates of your period of SPL will be confirmed in

writing by Human Resources.

8.6. There is no right of appeal against a decision to refuse a request for discontinuous SPL.

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15. Other matters

15.1. If you leave the employment of the University and you have already opted into SPL, then the
person with whom you are sharing your leave may still take SPL (and ShPP if applicable) from their
employer, provided that they meet the other eligibility criteria.

15.2. If you are sick and unable to care for your child during a period of SPL, you will no longer be
entitled to take SPL whilst you are unwell. If you are eligible you will be paid sick pay (occupational