

Guidance for Managers: Shared Parental Leave

1.0 Overview

1.1 Becoming aware of a pregnancy or match

If you become aware that an employee is pregnant or matched for adoption with a child, the initial step is to refer them to your HR Partner to discuss their options regarding types of leave and pay.

1.2 Receiving notification of entitlement

If an employee is entitled and intending to take Shared Parental Leave (SPL) they should provide you with the appropriate completed [Shared Parental Leave form](#) at least eight weeks before they take any period of SPL. Upon receipt of this notification, please inform your HR Partner in the first instance to arrange an informal discussion with you and the employee to talk about how they intend to use their SPL entitlement.

1.3 Receiving a notification of leave booking

When an employee gives you a completed Shared Parental Leave form providing 8 weeks' notice of their leave booking, please inform your HR Partner. A response has to be provided no later than the 14th day after the leave request is made, therefore you have 2 week discussion period to talk to HR and the employee about the pattern requested. This may result in you proposing alternatives, or refusing the request if it is for a pattern of discontinuous leave (e.g. 2 weeks in June, 3 weeks in September and all of November and December) because it will adversely impact the University's operation.

1.4 Contact during Shared Parental Leave

Before the employee's SPL begins, you should discuss arrangements for keeping in touch during their leave. The University has the right to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss their plans to return to work or simply to update them on developments at work during their absence.

- Shared Parental Leave in Touch Days (SPLIT days)

An employee can have up to 20 Shared Parental in Touch 'SPLIT' Days. To arrange one they should contact their Line Manager in the first instance. You are then responsible for notifying HR of any work that the employee undertakes as a SPLIT day so that appropriate arrangements are made to ensure that the employee receives payment for them. Please note that the University is under no obligation to offer any work during the employee's SPL.

- Impact on terms and conditions of employment

An employee's annual leave entitlement will continue to accrue throughout their period of Shared Parental Leave. You are required to discuss and agree arrangements for carrying over annual leave entitlement.

1.5 Returning from Shared Parental Leave

When an employee returns from SPL it is important that reasonable steps are taken to facilitate a smooth re-integration into the workplace. You should provide the employee with the appropriate support to ensure they become familiar with any changes which have taken place in their absence.

2.0 The Shared Parental Leave Process for Managers



3.0 Frequently Asked Questions

Q. What should I do when I become aware of a pregnancy or match for adoption?

A. Refer the employee to your HR Partner to discuss their intentions and leave options.

Q. How much notice should I get from an employee when they book shared parental leave?

A. Employees are required to provide 8 weeks' notice to book a period of Shared Parental Leave by completing the Shared Parental Leave form.

Q. How will I be notified when a mother ends her maternity leave?

A. You should receive a completed Shared Parental Leave form giving you 8 weeks' notice of her intention to curtail her maternity leave and commence Shared Parental Leave. Please notify your HR Partner upon receipt of this form.

Q. Who should I contact when I receive a leave request?

A. Please advise your HR Partner.

Q. Do I have to accept any leave request they make?

A. *No you do not have to agree a pattern of discontinuous leave (e.g. 2 weeks in June, 3 weeks in September and all of November and December), but it is essential that you discuss any leave requests with your HR Partner before confirming the outcome.*

Q. Can employees vary their Shared Parental Leave periods once they have been approved?

A. *Yes, they have a maximum of 3 notifications, which include notifying changes to agreed periods or patterns of shared parental leave. The process for giving a variation notice, changing leave patterns or agreeing new patterns, will be the same as the initial process for booking leave.*

Q. How long will the employee be off for?

A. *The maximum amount of leave available to a mother and her partner/the child's father to share is 50 weeks. An employed mother is required to be off work on maternity leave for at least the first 2 weeks after giving birth.*

Q. Can I contact employees while they are off on Shared Parental Leave?

A. *Yes, you can make reasonable contact with employees from time to time during their SPL period e.g. to make arrangements for their return to work or to notify them of developments in their School/Section, or promotion opportunities etc.*

Q. Can employees on shared parental leave take keeping-in-touch days?

A. *An employee can take 20 Shared Parental in Touch 'SPLIT' Days while on SPL. You are responsible for informing HR of any work undertaken as a SPLIT Day so that the necessary arrangements are made so they receive payment. Please note that the University is under no obligation to offer any work during the employee's SPL.*

4.0 Contact Details – HR Partners

If you have any questions at all please contact your HR Partner:

Sharon Cassidy	Telephone 433981	s.cassidy@abdn.ac.uk
Lindsey Hamilton	Telephone 437066	l.hamilton@abdn.ac.uk
Fiona MacAskill	Telephone 437077	f.macaskill@abdn.ac.uk
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5.0 Further Information

Comprehensive information about Shared Parental Leave can be accessed via the following links:

- [ACAS good practice guidance](#)
- [Government Technical Guidance](#)
- [Shared Parental Leave and pay calculator](#)