

Step by Step



Shared Parental Leave

URN: J-Pr-054

Version:	2.1
Effective Date:	26/10/2021
Version Date:	08/07/2024
Review Date:	31/05/2025
Host Force:	Dorset Police
Host Policy Unit:	Dorset Police Legitimacy Team
Step by Step Owner:	Alliance Head of Employee Relations – HR Operations
Step by Step Author:	Strategy and Policy Lead – Employee Relations
Policy Area:	Family Leave
Associated Policy:	J-P-034 Family Leave Policy

Applicable to:

Devon & Cornwall Police	<input checked="" type="checkbox"/>
Dorset Police	<input checked="" type="checkbox"/>
OPCC Devon & Cornwall	<input type="checkbox"/>
OPCC Dorset	<input checked="" type="checkbox"/>
Officers	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE [FORCE DOCUMENT LIBRARY](#).

Before reviewing the following procedural step by step guidance, individuals and line managers must ensure they have familiarised themselves with the Shared Parental Leave Policy setting out the forces provisions and eligibility criteria in full.

[J-P-052 – Shared Parental Leave Policy](#)

1.0 Introduction

Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child(ren) during the first year of birth, adoption or via a surrogacy arrangement. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child(ren). For the purpose of this procedural guidance, the ‘individual’ can be defined as the mother, the primary adopter, the partner of either or the birth or intended parent (for surrogacy).

SPL gives the individual the choice of converting their part of maternity / adoption leave (excluding the compulsory maternity / adoption leave element) to SPL. Eligible individuals can commence SPL where they or their partner end their maternity / adoption leave early or will have given written binding notice to end maternity / adoption leave early. Any remaining weeks of maternity / adoption leave can be used as SPL and where eligible, will be remunerated with statutory Shared Parental Pay (ShPP).

The line manager should respect the individual’s right to privacy and confidentiality, ensuring that they do not share information unnecessarily or without agreement. Risk assessments should be undertaken by the line manager where appropriate.

2.0 Eligibility

SPL can only be used by:

- the mother / primary adopter / intended parent (surrogacy),
- one of the following:
 - a) the father of the child (in the case of birth), or
 - b) the spouse, civil partner, or partner of the child’s mother / primary adopter / intended parent.

Both parents must share the main responsibility for the care of the child at the time of the birth / placement for adoption and be eligible for maternity pay or leave, adoption pay or leave or Maternity Allowance. Sometimes only one parent in a couple is eligible to get SPL, e.g., due to being self-employed or not currently working, which means that they are unable to share the leave between them.

Agency staff are not entitled to SPL but may be eligible to receive ShPP through their respective recruitment agency.

3.0 Entitlement

Eligible individuals may be entitled to take up to 50 weeks SPL during the child's first year. The number of weeks available is calculated using the mother / primary adopter / intended parent's entitlement to maternity / adoption leave, which allows them to take up to 52 weeks leave. SPL can be taken at any time from the end of the two week compulsory maternity / adoption leave period up until 52 weeks from the birth / date of placement. Where they reduce their maternity / adoption leave entitlement, they and / or their partner may opt-in to the SPL system and take any remaining weeks as SPL. A mother / primary adopter / intended parent may reduce their entitlement to maternity / adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

Eligible individuals can take their SPL as one continuous block, or up to three blocks of leave (the length of which can be determined by the individual in agreement with the partner). Individuals also have the right to request up to three notices of SPL in discontinuous blocks, (e.g., multiple blocks of SPL booked under one leave notice, where the individual will return to work between each period of leave). SPL must be taken in complete weeks but can begin on any day.

A summary of the SPL process is detailed within the flowcharts available within Appendix One and Two.

4.0 For Further Assistance

Please contact [HR Operations - Admin \(D&C\)](#) or [HR Ops Dorset – Admin \(Dorset\)](#) if further support is required.

5.0 Supporting Links and Guidance

[ACAS: Shared Parental Leave - A Good Practice Guide for Employers and Employees](#)
[Appendix One - SPL process summary flowchart – Mother / Primary Adopter / Intended Parent](#)

[Appendix Two – SPL process summary flowchart - Father / Spouse / Civil Partner / Partner of the Mother / Primary Adopter / Intended Parent](#)

[Contact details for RMU \(D&C\) / For Duties \(Dorset\)](#), please refer to local email address

[Family Leave Glossary](#)

[Family Leave Support Portal](#)

[Family Support Group \(D&C\)](#)

[Flexible Working Step by Step](#)

[Plan your Shared Parental Leave and Pay - GOV.UK](#)

[Shared Parental Leave – Additional Information](#)

[Shared Parental Leave and Pay: employers' technical guide GOV.UK](#)

[Shared Parental Leave and pay – check eligibility GOV.UK](#)

[Support Networks \(Dorset\)](#)

[HR Privacy Notice \(D&C\) / \(Dorset\).](#)

6.0 Forms

[Form 1 – Curtailment Form](#)

[Form 2 – Revoke Curtailment Form](#)

[Form 3 – Mother or Primary Adopter – Notice of Entitlement Intention](#)

[Form 4 – Partner – Notice of Entitlement Form](#)

[Form 5 – Vary Notice of Entitlement Form](#)

[Form 6 – To Provide a Period of Leave Notice](#)

[Form 7 – To Vary a Period of Leave Notice](#)

[Form 8 - Notice that Partner is taking SPL but Mother / Primary Adopter is not \(where employed by the Force\)](#)

[Shared Parental Leave SPLIT Day Request Form](#)

[Return to Work Discussion Form](#)

[Return to Work from Shared Parental Leave Form](#)

7.0 Flowchart

1. Individual informs line manager of intention to take SPL

Individuals are advised to review the government online information 'Shared Parental Leave – Check Eligibility' and 'Plan your Shared Parental Leave and Pay', available within Section 5.0 'Supporting Links and Guidance', before applying for Shared Parental Leave.

Mother / Primary Adopter / Intended Parent (Surrogacy)

Where the mother / primary adopter / intended parent is serving / employed by the Force, they must inform their line manager, providing at least eight weeks' notice of their intention to end their maternity / adoption leave and take Shared Parental Leave (SPL). The following documentation must be submitted, available within Section 6.0 'Forms':

- **Form 1** – 'Curtailment Form', **and**
- **Form 3** – 'Mother or Primary Adopter – Notice of Entitlement Form', **or**
- **Form 8** - 'Notice that Partner is taking SPL but Mother / Primary Adopter is not' (where only the father / spouse / civil partner / partner of the mother / primary adopter / Intended Parent intends to take SPL).

Father / Spouse / Civil Partner / Partner of the mother / primary adopter / Intended Parent (Surrogacy)

Where the father / spouse / civil partner / partner of the mother / primary adopter / intended parent is serving / employed by the Force and intends to take SPL, the individual must inform their line manager by submitting a **Form 4** – 'Partner – Notice of Entitlement Form' (available within Section 6.0 'Forms'), providing at least eight weeks' notice.

Please note: Where the mother / primary adopter / intended parent or the father / spouse / civil partner / partner of the mother / primary adopter / intended parent is not a member of the Force, a request for SPL must be submitted to their employer, completing the forms and process set out by their employer. There is no requirement to submit documentation from another employer to the Force.

2. Line manager checks eligibility

The line manager must check that the individual fulfils the eligibility requirements, as outlined within the supporting guidance document, by reviewing the relevant 'Notice of Entitlement Forms' as appropriate, taking advice from HR Operations – Admin or the Payroll Team and requesting further evidence of eligibility where necessary.

3. Individual submits Form 6 'To Provide a Period of Leave Notice' to the line manager

Once the line manager has confirmed eligibility, the individual(s) must complete and submit a **Form 6**, 'To Provide a Period of Leave Notice' (available within Section 6.0 'Forms'), for each period of leave requested, providing eight weeks' notice on each occasion.

The individual(s) can request SPL in up to three notices of either continuous or discontinuous blocks.

Continuous leave is a legislative entitlement. Where the individual meets the criteria and has provided the correct notice, the request will be approved by the line manager, who will email the relevant forms to HR Operations – Admin for processing (see Step 5).

Should the individual wish to vary these dates at a later stage, they may do so by providing eight weeks' notice (using **Form 7** - 'Vary a Period of Leave Notice', (available within Section 6.0 'Forms')). **Please note:** The individual has up to three opportunities to book or change SPL dates. Each time the individual cancels or changes booked SPL, this counts as a notice to vary leave unless the line manager agrees otherwise, e.g., in circumstances such as an early birth.

Where the individual requests discontinuous leave, proceed to Step 4.

4. Individual requests discontinuous leave

The line manager will fairly assess a request for discontinuous leave against the criteria and make a decision to approve or decline the request.

The individual and the line manager should come to an agreement within 14 calendar days of the date of request.

Where the request is approved, the line manager will notify the individual of the outcome and email the relevant forms to HR Operations – Admin for processing.

A request may be rejected where clear, legitimate and objectively justified business or operational grounds apply, which include:

- the burden of additional costs,
- an inability to reorganise work amongst existing staffing,
- an inability to recruit additional staff,
- a detrimental impact on quality,
- a detrimental impact on performance,
- a detrimental effect on ability to meet customer demand,
- insufficient work available for the periods the individual proposes to work, or
- planned structural changes to the organisation

(Source: ACAS, 2024)

4. Cont'd

Where appropriate, the line manager may propose alternative dates for consideration by the individual. Where an agreement is reached, the line manager will notify the individual of the outcome and email the relevant forms to HR Operations – Admin for processing (see Step 5).

Where an agreement is not reached within the 14 day discussion period, the individual must either withdraw their request without detriment by email to their line manager within 15 days from the line manager notification or choose to take continuous leave instead. Where the mother / primary adopter / intended parent withdraws their request, they must also complete and submit a **Form 2** - 'Revoke Curtailment Form' to their line manager (available within Section 6.0 'Forms').

The line manager will confirm the outcome to the individual by email, copying in HR Operations – Admin, including the relevant forms for processing.

Further information is available within the 'Shared Parental Leave – Additional Information' document (available within Section 5.0 'Supporting Links and Guidance').

5. HR and Payroll process request

Where the request is approved, HR Operations – Admin will acknowledge receipt of the forms to the individual(s) and line manager and will update the date of commencement of SPL onto the HR system.

Upon receipt of the information from HR Operations - Admin, the Payroll Team will process the appropriate payments for the period(s) of SPL requested and update the HR system accordingly. Payroll will write to the individual(s) notifying them of the pay related arrangements for the duration of the SPL period.

6. Line manager notifies ICT

The line manager will raise an incident via MyIT, providing the individual's details and the date of commencement of the individual's SPL, to request that computer access is retained for the duration of their leave, to enable Force system access during a 'Shared Parental Leave in Touch' (SPLIT) day (see Step 9).

7. Line manager updates GRS

It is the line manager's responsibility to either update GRS or inform the relevant Resource Management Unit / Duties (Dorset) team of the commencement of SPL.

8. Line manager and individual arrange contact

The line manager should provide the appropriate support and keep in touch with the individual during the shared parental leave. Both parties are responsible for ensuring that this happens. The individual must be notified by the line manager of any significant workplace changes and any promotion or training opportunities relating to their role. Both parties should jointly

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| 8. Cont'd | <p>agree what information the individual wishes to receive and how they wish to receive it.</p> <p>It is recommended the individual liaises with the Family Support Group (D&C) / Support Networks (Dorset) to support this step. Support is also available through the Police Federation / Trade Unions, Employee Assistance Programme (EAP) and Occupational Health (OH), where applicable.</p> <p>Line managers should signpost individuals to the 'Family Leave Support Portal', available on the Force external website, which enables individuals on SPL to access the family leave provisions, useful contacts and resources (available within Section 5.0 'Supporting Links and Guidance').</p> |
| 9. Line manager and individual maintain contact | <p>The individual and the partner may choose to take up to 20 'Shared Parental Leave in Touch' (SPLIT) days each during the SPL period. SPLIT days are in addition to any 'KIT' days taken by the mother / adopter whilst on maternity / adoption leave.</p> <p>There is no obligation to work these days and it will not affect eligibility for shared parental pay or any maternity or adoption payments (where applicable). Any hours / days worked will be paid at the normal hourly rate. Further information is available within the relevant 'Shared Parental Leave – Additional Information' document, within Section 5.0 'Supporting Links and Guidance'.</p> <p>SPLIT days should be arranged, in advance, with the line manager; the individual should complete and submit a 'SPLIT day's' request form', available within Section 6.0 'Forms'.</p> <p>It is the line managers responsibility to update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the dates of any annual leave taken during a break in SPL.</p> |
| 10. Line manager notifies Payroll | <p>The line manager must ensure that a completed SPLIT days request form is submitted to Payroll, every time a SPLIT day is worked, to ensure the individual is paid on each occasion.</p> |
| 11. Line manager and individual discuss return to work | <p>The individual should contact their line manager at least 28 days in advance of their return, to discuss and agree their return to work. If they wish to return earlier than expected, the individual must provide at least eight weeks' notice. Please note: Where the individual intends to submit a flexible working application, three months' notice must be provided.</p> <p>Individuals may request temporary family friendly hours for a period of up to three months, via an informal local arrangement, to allow flexibility whilst supporting childcare needs, enabling alternative work patterns to be trialled before submitting a flexible working request. The individual is encouraged to work a</p> |

11. Cont'd

minimum of 50% of their standard weekly working hours, with any reduction in hours being covered through the use of annual leave and / or time on card / flexitime or unpaid leave (including unpaid parental leave). Taking unpaid leave will result in a reduction in pay. The request must be discussed and agreed with the line manager prior to the individual's return to work, with the arrangement commencing on the individual's physical return to the workplace. Further information is available within the 'Shared Parental Leave – Additional Information Procedure' (see Section 5.0 'Supporting Links and Guidance').

Where the individual requires additional flexibility to support childcare needs for a period exceeding three months, they may wish to request a short term / temporary flexible working arrangement via the line manager in accordance with J-Pr-318 Flexible Working Procedure (available within Section 5.0 'Supporting Links and Guidance').

Where the individual wishes to formally alter their working hours / pattern, they must submit a flexible working request. Individuals must ensure they allow at least three months for commencement and completion of the flexible working process. Line managers must ensure that completed, approved flexible working requests are submitted to HR Operations – Admin at least 28 days prior to the commencement of the arrangement.

The line manager should provide a copy of the 'Return to Work from SPL' form (available within Section 6.0 'Forms') to the individual to complete and return, emailing this to HR Operations - Admin, in advance of the individual's return to work.

The line manager must either update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the individual's return from SPL, including the details of any agreed temporary family friendly hours arrangement. Line managers of operational officers and staff returning from SPL should contact RMU (D&C) / Duties (Dorset) to ensure the returner is placed 'non-threshold' for their first week back at work.

Please note: Individuals are entitled to take annual leave during a break in SPL. Please refer to the SPL – Additional Information guidance. Where SPL bridges two annual leave years, any remaining leave entitlement (including public / bank holiday) not able to be taken during a break in SPL, will be carried forward and must be taken by the end of the following leave year, e.g., within 12 months.

12. Line manager holds return to work discussion with individual

The line manager will welcome the individual back to the workplace, undertaking a return-to-work discussion, (using the 'Return to Work Discussion' form available within Section 6.0 'Forms'), tailored towards the individual's needs, and ensuring

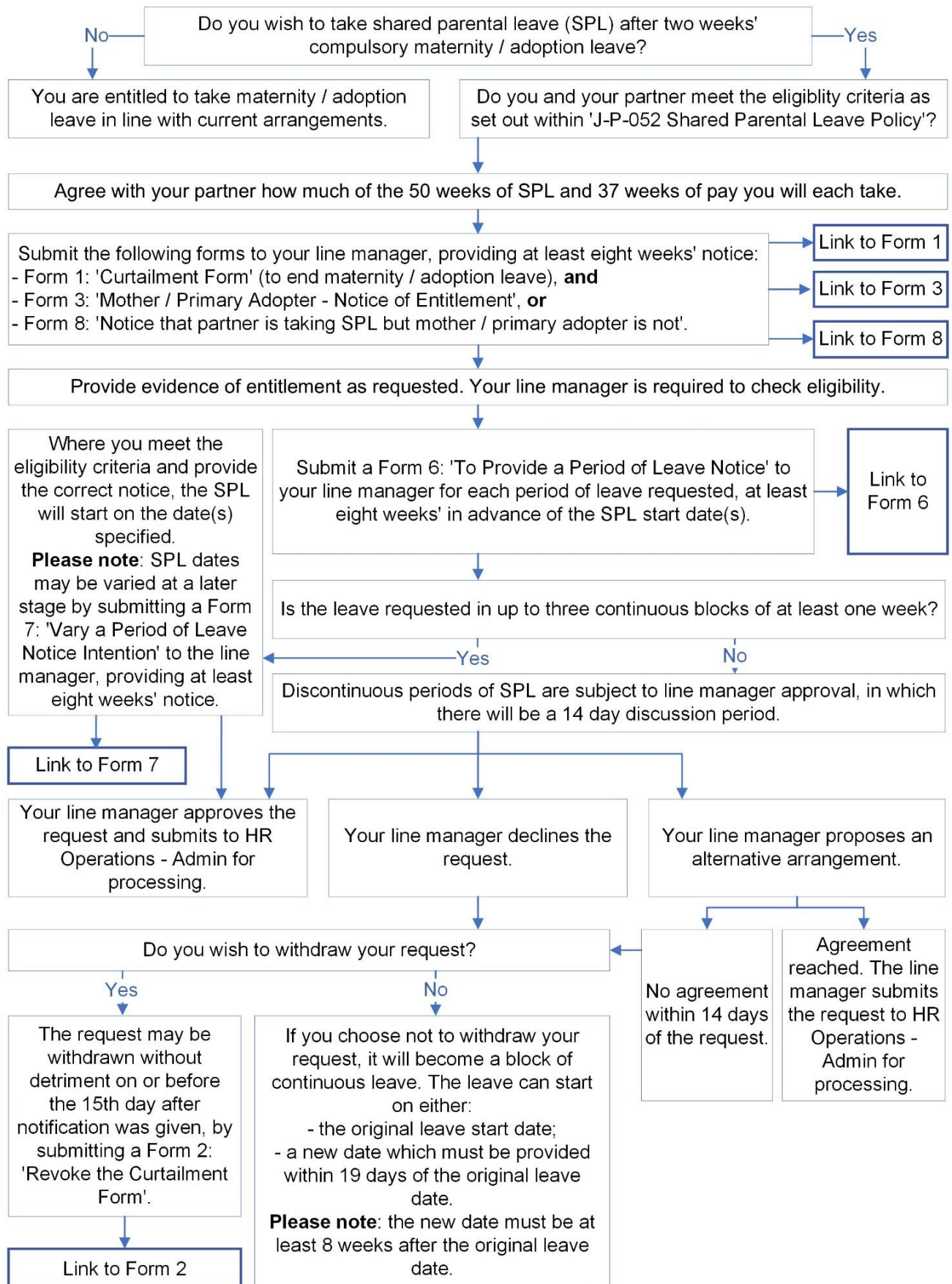
12. Cont'd

all relevant practical arrangements are in place to support the individual.

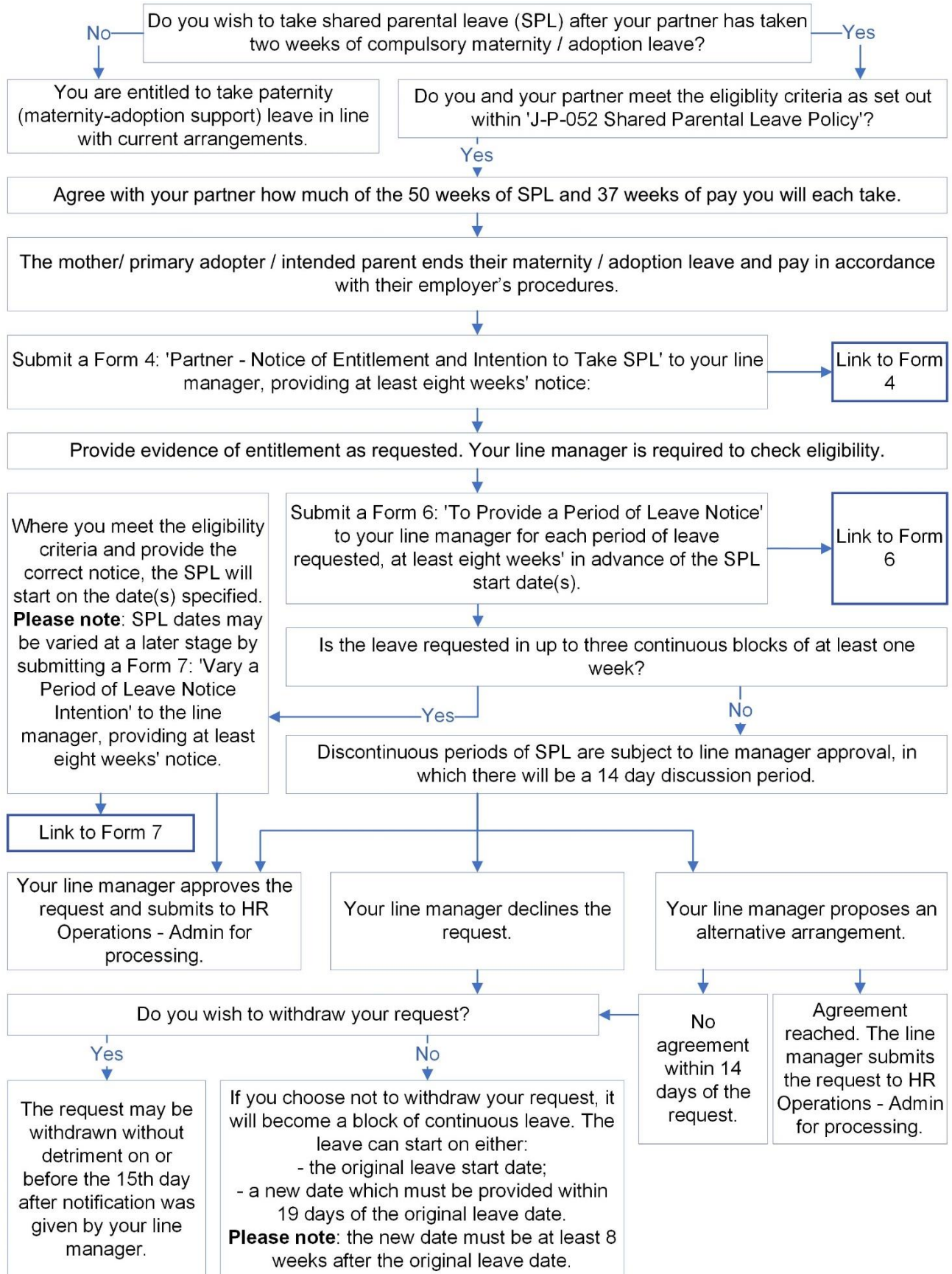
Where appropriate, the line manager should ensure a 'Training Needs Analysis' is undertaken, ensuring arrangements are put in place to address any training requirements including mentoring or familiarisation.

Managers should contact [HR Operations - Admin \(D&C\)](#) or [.HR Ops Dorset – Admin \(Dorset\)](#) if the situation they are managing does not appear to be straightforward.

Appendix One – Process for Taking Shared Parental Leave – Mother / Primary Adopter / Intended Parent (Surrogacy)



Appendix Two – Process for Taking Shared Parental Leave – Father / Spouse / Civil Partner / Partner of the Mother / Primary Adopter / Intended Parent (Surrogacy)



8.0 Monitoring and Review

Review and amendments will be coordinated by the Policy Unit.

The Alliance Head of Employee Relations is responsible for overseeing this document to ensure a consistent Force approach is maintained. Monitoring will be primarily carried out subject to force processes of continuing review and in line with force governance requirements.

This document will be reviewed annually subject to legislation / process changes.

Please note: Where legislation / guidance changes have occurred / scheduled to occur or operational needs demand it, ahead of the revised review date, Alliance People policies and associated procedures / step by steps will be applied in line with prevailing legislation / guidance.

We welcome any comments or suggestions you wish to share about the content or implementation of this procedure. If you would like to make contact to discuss further, please email: .Policies@dorset.PNN.police.uk

9.0 Version History

Version:	1.0
Date:	26/10/2021
Reason for Amendments:	Initial document
Amended by:	Employee Relations
Approved by:	Board – See Governance
Date Approved:	n/a
Quality Assured:	Legitimacy Team

Version:	1.1
Date:	17/12/2021
Reason for Amendments:	Privacy Notice links updated as incorrect.
Amended by:	Employee Relations / Legitimacy Team
Approved by:	Legitimacy Manager
Date Approved:	17/12/2021
Quality Assured:	Legitimacy Team

Version:	1.2
Date:	08/03/2022
Reason for Amendments:	Family Leave Glossary link inserted. Logo updated. Other links repaired.
Amended by:	Employee Relations / Legitimacy Team

Approved by: Legitimacy Manager
Date Approved: 08/03/2022
Quality Assured: Legitimacy Team

Version: 1.3
Date: 08/03/2022
Reason for Amendments: Change to contact method to ICT (4,8 & 9)
Amended by: Employee Relations / Legitimacy Team
Approved by: Employee Relations
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.4
Date: 05/12/2022
Reason for Amendments: Minor enhancements, e.g., the inclusion of a reminder for line managers to respect privacy/confidentiality following NPCC Family Leave Guidance.
Amended by: Employee Relations / Legitimacy Team
Approved by: Employee Relations
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.5
Date: 05/01/2023
Reason for Amendments: Minor amendments made to the wording of paragraph 2 on step 9 (page 5).
Amended by: Employee Relations / Legitimacy Team
Approved by: Employee Relations
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.6
Date: 05/01/2023
Reason for Amendments: HR Privacy Notice – Link repair
Amended by: Employee Relations / Legitimacy Team
Approved by: Employee Relations
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.7
Date: 09/02/2024
Reason for Amendments: Legislation changes regarding annual leave carry forward provisions in the case of long-term sickness and family leave. Minor amendments have been made for clarification purposes. Supporting links and guidance section links updated.
Amended by: Employee Relations / Legitimacy Team
Approved by: Strategy & Policy Lead - ER
Date Approved: 09/02/2024
Quality Assured: Legitimacy Team

Version: 2.0
Date: 31/05/2024
Reason for Amendments: A Fit for purpose review has been completed, with key changes being:-

- Clarification within the step by step on the specific forms that require completion depending on the scenario,
- The inclusion of a process summary flowchart within the step by step as Appendices, for both the mother / primary adopter and the partner,
- Reference to a new 'Form 8' which will apply when only the partner intends to take SPL,
- Clarification within the step by step on the management of discontinuous leave requests.
- Following full organisational consultation, the existing Temporary Family Friendly Hours provision has been reviewed and amended, to add clarification and aid a shared understanding across the Alliance.
- Following advice from ICT, a minor amendment has been made in respect of IT access, in that the line manager will arrange for access to be retained, for use of Force systems on a Shared Parental Leave in Touch Day, as appropriate.

Amended by: Strategy & Policy Lead – Employee Relations
Approved by: Strategic People Board
Date Approved: 29/05/2024
Quality Assured: Legitimacy Team

Version: 2.1
Date: 08/07/2024
Reason for Amendments: Links updated.
Amended by: Employee Relations / Legitimacy Team

Approved by: Legitimacy Officer
Date Approved: 08/07/2024
Quality Assured: Legitimacy Team

10.0 Governance

Present Portfolio Holder: Alliance Head of People (HR Operations)
Present Document Owner: Alliance Head of Employee Relations
Present Owning Department: Alliance People Portfolio

Name of Board: Strategic People Board
Chief Officer Approving: Assistant Chief Officer Devon and Cornwall and
Assistant Chief Officer (Dorset)
Date Approved: n/a

Business Board member approving (Devon & Cornwall only when not contentious or novel): n/a
Date approved: n/a

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