

Step by Step



Shared Parental Leave

URN: J-Pr-054

Version: 1.7
Effective Date: 26/10/2021
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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).

Shared Parental Leave (SPL) gives the individual the choice of converting their part of maternity leave (but not the compulsory maternity leave element) to Shared Parental Leave (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 Shared Parental Leave and 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

Shared Parental Leave can only be used by:

- The mother / primary adopter
- 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.

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, 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’s entitlement to maternity / adoption leave, which allows them to take up to 52 weeks

leave. 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 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 SPL in discontinuous blocks, (i.e. 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.

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

[Shared Parental Leave – Additional Information](#)

[Shared Parental Leave FAQ's](#)

[Family Leave - Glossary](#)

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

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

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

[ACAS: Shared Parental Leave - A Good Practice Guide for Employers and Employees](#)

[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 Intention](#)

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

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

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

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

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

7.0 Flowchart

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|---|--|
| 1. Individual informs line manager | The individual must inform their line manager, providing at least eight weeks' notice of their intention to curtail maternity / adoption leave and to take a period(s) of Shared Parental Leave. Both Forms 3 and 4, 'Notice of Entitlement Intention Forms', must be completed as appropriate, and, for each period of leave requested, a Form 6 'To Provide a Period of Leave Notice Form' must be submitted using the links above. Should the individual wish to vary these dates at a later stage, they may do so by providing eight weeks' notice. The individual can request up to three blocks of Shared Parental Leave (continuous leave). Forms 3 and 4, 'Notice of Entitlement Intention Forms' must be submitted to the line manager in the first instance, which must be authorised. Please note: Individuals may request blocks of discontinuous leave; however, this is subject to approval and cannot be guaranteed. |
| 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 Forms 3 and 4, 'Notice of Entitlement Intention Forms' as appropriate, taking advice from HR Operations – Admin or Payroll where necessary. If there are no issues, the line manager will authorise the block(s) of continuous leave, sending the forms to HR Operations - Admin for processing. |
| 3. HR and Payroll process request | HR Operations – Admin will acknowledge receipt of the forms to the individual and line manager and will update the date of commencement of Shared Parental Leave (SPL) onto Agresso.

Upon receipt of the information from HR Operations - Admin, Payroll will process the appropriate payments for the period(s) of SPL requested, and update Agresso accordingly. Payroll will write to the individual notifying them of the pay related arrangements for the duration of the SPL period. |
| 4. Line manager notifies ICT for suspension of access | The line manager will raise an incident via MyIT, providing the individual's details and the date of commencement of the individual's shared parental leave, to suspend computer access. |
| 5. Line manager updates GRS | It is the line manager's responsibility to either update GRS or inform the relevant Resource Management Unit / CMCU Resource Planning (D&C) / Duties (Dorset) team of the commencement of shared parental leave. |

6. Line manager and individual arrange contact

The line manager and the individual should keep in touch 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 agree what information the individual wishes to receive and how they wish to receive it.

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 Employee Assistance Programme (EAP) and Occupational Health (OH), where applicable.

7. Line manager and individual maintain contact

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/primary adopter whilst on maternity /adoption leave.

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 rate and be offset against shared parental pay, as the combination must not exceed the individual's normal pay.

SPLIT days should be arranged, in advance, with the line manager; the individual should complete and submit a SPLIT day's request form from the link on page 2.

8. Line manager notifies Payroll

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.

Prior to the individual attending their first SPLIT day, the line manager will raise an incident via MyIT, providing the individual's details and the date of the SPLIT day, at least three working days in advance, to ensure systems access is granted.

9. Line manager and individual discuss return to work

The individual should make early contact with their line manager 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.

Individuals may request temporary family friendly hours, for a period of up to three months when returning to work, to be discussed and agreed with the line manager prior to their return. This is an informal local arrangement to accommodate family needs with a return to the workplace.

9. Cont'd

Where the individual wishes to alter their working hours/pattern, they must submit a flexible working request. Individuals must ensure they allow at least three months prior to the end of SPL 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 end of SPL.

The line manager should provide a copy of the 'Return to Work from SPL' form from page 2 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 / CMCU Resource Planning (D&C) / Duties (Dorset) team of the individual's return from SPL. 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.

The line manager will raise an incident via MyIT, providing the individual's details and the date of return to work, to reinstate computer access.

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 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.

10. 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 form on page 2, tailored towards the individual's needs, and ensuring 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.

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
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Reason for Amendments: Minor amendments made to the wording of paragraph 2 on step 9
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: Fit for purpose review. 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

10.0 Governance

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

Below details required for new documents, major amendments (Dorset only) or novel/contentious amendments (Devon & Cornwall only)

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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