Flowchart: Process for taking Shared Parental Leave – Father/Partner of Mother or Lead Adopter
(Child born/placed on or after 5 April 2015)

Do you wish to take SPL?

- **NO**
  - If you wish, take 2 weeks' paternity leave (within 56 days of birth/adoption)

- **YES**
  - Mother/Lead Adopter must take 2 weeks' compulsory maternity leave/2 weeks' adoption leave
  - Agree with your partner how much of the 50 weeks' SPL and 37 weeks' pay each will take
  - **Step 1** Mother/Lead Adopter curtails their leave and pay in line with their employer’s procedures
  - **Step 2** Complete Application Form (Form 2B); send form to College/Support Group HR at least 8 weeks before the start of your first intended period of SPL
  - **Step 3** Decide how you wish to pattern and request your leave
    - Single block of leave
    - Multiple blocks of leave
  - College/Support Group HR will confirm receipt and notify your line manager
  - Can requested pattern of leave be accommodated?
    - **YES**
    - Withdraw your original request within 2 weeks of submission and resubmit, if wish, as separate continuous leave requests
    - Alternative Pattern agreed within 2-week discussion window
      - College/Support Group HR will confirm receipt and notify your line manager
      - Take the total number of weeks leave requested as one continuous block of leave (which will automatically start on 1st day of 1st period of leave originally requested, unless you request a later start date within 19 days of submission of Booking Notice)
    - **NO**
      - College/Support Group HR will confirm outcome

Note: SPL has replaced additional paternity leave for children due to be born/placed on or after 5 April 2015

Complete Form 3B (Continuous Booking Notice) and send to College/Support Group HR, at least 8 weeks ahead of leave start date

Complete Form 4B (Discontinuous Booking Notice) and send to College/Support Group HR, at least 8 weeks ahead of first block of leave

Remember: You can apply for SPL at a late date, provided you complete form 2B at least 8 weeks ahead of any leave you intend to take.

Last updated: December 15