



Shared Parental Leave Checklist

There's lots to think about when considering Shared Parental Leave (SPL). To make the transition from maternity, adoption or paternity/partner leave onto SPL as easy as possible, we've put together this checklist to help both the employee and manager to plan ahead.

It includes actions to be taken before starting SPL, during leave and upon return from leave. Many of these activities need action from both parties, and you should arrange to meet as early as possible so you can run through each step and to plan accordingly.

It should be used in conjunction with the Shared Parental leave policy and supporting guidance currently available at <http://hr.leeds.ac.uk/spl>. Your HR Team can also provide support with the actions listed.

If you require this document in an alternative format (for example braille, large print or e-text) please contact Human Resources at hr@leeds.ac.uk.

Name:		School/Service:	
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Action	Individual	Head of School/Service (or nominee)
BEFORE LEAVE		
Read the Shared Parental Leave policy (SPL) and guidance at http://hr.leeds.ac.uk/spl to ensure that you understand the purpose of the leave and your rights and responsibilities.	√	
Contact your Faculty/Service HR Manager for advice on your options and entitlements before making a decision.	√	√
Check that both you and your partner meet the qualifying criteria.	√	
Agree with your partner how leave will be shared.	√	
Discuss with your Head of School/Service (or nominee) at the earliest opportunity your plans to take SPL and your proposed dates of leave. If possible, agree the dates of leave upfront.	√	√
Complete the SPL Notification of Entitlement http://hr.leeds.ac.uk/download/downloads/id/403/shared_parental_leave_notification_of_entitlement to end maternity/adoption leave, and to give notice of entitlement to SPL. Pass the form to your HR Manager and Head of School/Service (or nominee) giving at least 8 weeks' notice.	√	

Complete a Booking Notice http://hr.leeds.ac.uk/download/downloads/id/402/shared_parental_leave_booking_notice for each period of leave you plan to take. Each form should be submitted to your HR Manager and Head of School/Service (or nominee) giving at least 8 weeks' notice.	√	
If you are receiving MA through Jobcentre Plus, notify Jobcentre Plus that your maternity allowance period is to end.	√	
If a discontinuous period of leave is requested, and there is concern about accommodating the proposed work pattern, arrange to meet with the employee within 2 weeks of the receipt of the requests to discuss other options. Confirm the outcome of the meeting/s in writing.	√	√
If your request for discontinuous leave has been declined or an alternative working pattern has been agreed, confirm your acceptance or options on how you intend taking leave.	√	
Agree how contact will be maintained with colleagues and, how your availability will be communicated.	√	√
Agree holiday entitlement and arrangements for taking annual leave.	√	√
Discuss cover arrangements during leave and arrange handover of work, if applicable.	√	√
Arrange for car parking permit to be suspended, if applicable.	√	
Check implications on suspension of deductions from salary during unpaid leave period/s with the provider e.g. TU membership.	√	
If applicable, discuss implications on REF due to absence.	√	√
If applicable, discuss any extension of probation.	√	√
Investigate childcare provisions for your return from leave, e.g. Bright Beginnings or other providers, if required.	√	
If you are employed on a fixed-term or open ended, fixed funded contract that expires during your leave, discuss implications.	√	√
DURING LEAVE		
Maintain regular contact as agreed.	√	√
Discuss the use of SPLIT days.	√	√
If you wish to change your working hours on your return, either in the short-term or long-term, discuss your plans with your Head of School/Service (or nominee) at the earliest opportunity. Consider using our parental leave or flexible working policies or using part of your annual leave.	√	√

Confirm in writing your return to work date to your HR Manager and Head of School/Service (or nominee) as soon as reasonably practical. This will ensure that arrangements are made for your salary payments to be made in good time.	√	
If you wish to return to work early, notify your HR Manager and Head of School/Service (or nominee) by submitting a Booking Notice http://hr.leeds.ac.uk/download/downloads/id/402/shared_parental_leave_booking_notice at least 8 weeks before your planned return date.	√	
Notify your Head of School/Service (or nominee) if you are breastfeeding, so that a Health & Safety risk assessment can be carried out.	√	
Discuss available facilities for breastfeeding, if applicable.	√	
Consider the use of childcare vouchers, if applicable.	√	
Notify car parking about your return, if applicable.	√	
RETURNING FROM LEAVE		
Carry out an H&S risk assessment if still breastfeeding.		√
Contact the Pensions department to discuss payment of contributions during unpaid leave periods.	√	
Carryout a return to work induction to provide an update on changes within the school/service during absence, to discuss work priorities and to look at what support mechanisms that can be put in place to help ease the return to work.		√