



SHARED PARENTAL LEAVE POLICY

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Policy Control/Monitoring

Approved by: (Position in Organisation)	Director of Corporate Services
Date (dd/mm/yyyy):	01/06/2026
Accountability: (Position in Organisation)	Head of HR, Wellbeing and Inclusion
Revision Cycle:	Biennial
Brief details of amendments made	Updated Shared Parental Pay Rate Update to paternity leave period New Policy Template Equality Impact Assessment Completed

Equality Impact Assessment

The Foundation's commitment is to create a positive culture of respect for all staff and service users and to identify, remove or minimise risks of unlawful discrimination and disadvantage in its policies, functions and activities. As part of its development this document has been assessed in line with The Foundation's Equality Impact Assessment procedure.

Version Control Tracker

Version Number	Date
V1	March 2015
V2	March 2018
V3	June 2023
V4	April 2024

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Version Number	Date
V5	June 2024
V6	June 2026

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1. Introduction

The Foundation encourages its staff to have a balance between their work and family commitments, believing that it ensures a more effective and efficient workforce. The Foundation's Shared Parental Leave Policy has been developed to provide more flexibility on how parents can share and balance their caring responsibilities in a way that suits their individual circumstances during the first year of birth or adoption.

The Policy aims to give eligible working families more choice about how they manage work and family life, creating a new, more equal system which allows both parents to assist with childcare and keep a strong link to their workplace. Parents will be able to choose whether to be at home together with their child, or to share childcare between them.

Shared parental leave (SPL) gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 52 weeks' leave between them. Parents taking SPL can take leave in separate blocks, returning to work in between blocks, and can be on leave at the same time. Eligible employees are entitled to submit up to three 'period of leave' notices and are entitled to take SPL on those dates if a continuous period of leave is requested.

2. Purpose

The purpose of the policy is to provide clear guidance around Shared Parental Leave and sets out the statutory and contractual rights of the employee.

3. Scope

This policy will apply to all employees employed by the Foundation under a contract of employment.

This policy is entirely non-contractual and does not form part of an employee's contract of employment. However, it does acknowledge the statutory qualified right for all eligible employees to apply for flexibility in their working arrangements.

This policy outlines the statutory right to take SPL to care for a child due to be born or placed for adoption on or after 5th April 2015. It also outlines the arrangements and notification requirements before a period of SPL and the entitlement to pay during SPL

4. Definitions /Abbreviations

- **Continuous Leave**

A period of SPL that is taken in one block, e.g. four weeks' leave

- **Discontinuous Leave**

A period of SPL that is arranged around weeks where the employee will return to work.

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- **Shared Parental Leave (SPL)**

Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption.

- **Shared Parental Pay (ShPP)**

As at April 2026, Statutory Shared Parental Pay is paid at £194.32 or 90% of your average weekly earnings (whichever is lower).

- **Statutory Maternity Pay (SMP)**

Statutory Maternity Pay (SMP) is payable to eligible employees. SMP, less tax and National Insurance Contributions, if applicable, will be paid in line with the normal payroll arrangements

- **Statutory Adoption Pay (SAP)**

Statutory Adoption Pay (SAP) is payable to eligible employees. SAP, less tax and National Insurance Contributions, if applicable, will be paid in line with the normal payroll arrangements.

5. Principles

5.1 Eligibility

To be eligible to take SPL employees must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (each will be referred to in this policy as a parent)
- have (or share with the other parent) the main responsibility for the care of the child
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- be entitled to statutory maternity /adoption leave or if not entitled to statutory maternity maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements
- still be in continuous employment until the week before any SPL is taken.

In addition, the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week

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- have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week.

If the other parent meets those conditions, but does not qualify for SPL, you may be entitled to the whole SPL period – the main advantage being the ability to request leave in different blocks and return to work in between those blocks.

You must also follow the statutory notification and information requirements detailed below.

5.2 Amount and timing of SPL

The amount of leave available is calculated using the mother’s entitlement to maternity/adoption leave, which allows them to take up to 52 weeks’ leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL. This means their partner could begin to take SPL while the mother is still on maternity/adoption leave.

Leave must be taken in minimum units of one week within a one year period beginning with the date of the baby’s birth (ie before the child’s first birthday) or the child’s placement for adoption. Eligible employees are entitled to submit up to three ‘period of leave’ notices and are entitled to take SPL on those dates if a continuous period of leave is requested. (Further requests can also be submitted and may be allowed dependent on circumstances).

The leave can be split in a ‘**continuous**’ way. This would mean that one partner would take a period of leave, and then the other partner would take the remainder of the leave. Alternatively, the leave can be ‘**discontinuous**’. This would mean that one partner takes some leave, then the other, and then the first partner takes some more leave, etc. It could also mean that the two partners take some leave at the same time.

After the birth of a child it is compulsory to take two weeks’ maternity leave (four weeks for new mothers who work in a factory), so in the majority of cases working parents will have the opportunity to split 50 weeks of SPL.

SPL is in addition to the statutory right to two weeks’ paternity leave for fathers and partners. If you wish to take paternity leave you can take this before or after you take any SPL.

5.3 Entitlement to Shared Parental Pay

Shared Parental Pay (ShPP) will be identical to statutory maternity pay (SMP). The amount will be paid to whichever partner is taking the leave. As with SMP and statutory adoption pay (SAP), it will only be payable for 39 weeks, even though the total leave can be up to 52 weeks. This will be reduced by the number of weeks’ statutory maternity/adoption pay or maternity allowance already taken by the mother or main adopter. ShPP is a standard weekly rate (or 90% of the employee’s normal weekly earnings if this is lower) which is set by government each tax year.

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To be eligible for Shared Parental Pay (ShPP) the parent must pass the continuity test and have earned an average of the lower earnings limit set by HMRC or more for the 8 weeks prior to the 15th week before the EWC/week that the adopter is notified of the placement.

Enhanced company parental pay is payable to employees on shared parental leave who have been employed continuously for 26 weeks. Company parental pay is paid at the rate of

- 4 weeks at full pay (including ShPP)
- 2 weeks at 90% pay (including ShPP)
- 12 weeks at 50% pay (plus ShPP)

Enhanced company parental pay will only be paid during periods in which you are also claiming ShPP. If you have received enhanced company maternity or adoption pay in respect of the same birth or adoption, you will have the equivalent amount deducted from any entitlement to company shared parental pay. Company shared parental pay (but not statutory ShPP) must be repaid to the Foundation if you do not return to work for at least 13 weeks (including periods of school/college closures where applicable) at the end of the SPL period.

You must follow the statutory notification and information requirements detailed below to be eligible for shared parental leave and pay

5.4 Notification requirements

You must notify the Foundation in writing at least eight weeks before the start date of the first period of SPL.

The notification requirements for SPL and ShPP are very specific and detailed. You will be provided with the relevant forms detailing the information required and can also contact the HR department for support. (Please see appendix 1 for the forms to complete).

What forms need to be completed?			
	Both parents want to take SPL	Just the mother wants to take SPL	Just the partner wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

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On the form you will also need to provide the date on which maternity/adoption leave and pay is to end (or the date on which maternity/adoption pay is to end if s/he is not entitled to maternity/adoption leave).

If the mother is only entitled to maternity allowance (and not maternity leave) her notice of curtailment must be submitted to the local benefits service. Her maternity allowance cannot be reinstated, so she is in effect giving consent for her partner to take the whole of any ShPP entitlement.

Notice of curtailment is usually binding, but may be revoked in the following circumstances:

- it becomes apparent that neither parent is entitled to SPL or ShPP
- if the curtailment notice was given before the birth and is revoked within six weeks of the birth (in this case another curtailment notice can be submitted)
- if the other parent dies.

5.5 Notice to take a specific period of SPL and ShPP

In practice, at least the first period of SPL will be identified in the initial notice of entitlement and intention to take SPL. You are entitled to submit a maximum of a further two 'period of leave' notices. Each notice must be given at least **eight weeks** before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first 'period of leave' notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

5.6 Confirmation of SPL and ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested in a period of leave notice, your manager will seek to accommodate the request but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot be accommodated, there may be an alternative pattern of leave which can be agreed, or the request may be refused. The manager's decision will be confirmed in writing.

If no agreement is reached within two weeks of the period of leave notice being submitted you can:

- take the discontinuous periods of leave requested in one continuous block, beginning on the original start date
- take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify the Foundation of the new date within five days of the two week period referred to above

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- withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests.

5.7 Varying a period of leave

You are entitled to submit a request to vary a period of leave in the following ways:

- vary the start or end date as long as the variation is requested at least eight weeks before the original start date and the new start date
- vary or cancel the amount of leave requested at least eight weeks before the original start date
- request that a single period of leave become a discontinuous period of leave, or vice versa.

A variation will count as one of your three periods of leave notices unless:

- it is made as a result of the child being born earlier or later than the expected week of childbirth
- the Foundation has requested the variation
- the Foundation has agreed to accept more than three periods of leave notices.

The usual eight-week notice requirement may be modified if your child is born early and the new start date for the period of leave is the same length of time following the birth as in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.

5.8 Evidence requirements

The Foundation may request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption, the Foundation may request the name and address of the other parent's employer, along with evidence confirming the following:

- the name and address of the adoption agency
- the date that the main adopter was notified of having been matched for adoption with the child
- the date on which the adoption agency expects to place the child.

Any such request will be made by the Foundation within 14 days of receiving your notice of entitlement and intention to take SPL and ShPP. You must respond to the request for evidence within 14 days (or within 14 days of the birth of the child if our request was made before the child was born).

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If a birth certificate has not yet been issued, you must sign a declaration stating that fact along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

5.9 Withdrawing from Shared Parental Leave

The mother/adopter can withdraw from the decision to take SPL if both:

- the planned end date of SML/SAL has not yet arrived
- they have not returned to work.

In addition, one of the following must apply:

- the employee has discovered during the 8 week notice period that neither of the couple is eligible for SPL or ShPP
- the mother/adopter's partner has died
- the mother tells her employer that she is withdrawing from SPL less than 6 weeks after the birth (this presumes that she gave notice of her intention to take SPL prior to the birth).

5.10 Changing intentions

A request for discontinuous leave can be refused. The employee can withdraw the notification of their intention to take SPL on or before the 15th day after the notification was originally made. If they do this it will not count as one of their three notifications. If they do not do this then they must take the total amount of leave that they notified in one continuous block. The employee can choose when to start this leave period, as long as it is within 19 days of the date that the notification was given to the employer and as long as it does not start earlier than the date that the employee initially gave as the intended start date. If the employee does not give a new start date then it will begin on the starting date given in the original notification.

5.11 Shared Parental Leave in Touch (SPLIT) Days

You may be asked to attend work on occasional days during your SPL period. These days could be for training, to attend department meetings, or just for keeping in touch and are known as SPLIT days.

You may work for up to 20 SPLIT days without bringing the SPL to an end, but work during SPL will not have the effect of extending your SPL period. If you do work, you will be paid your normal rate of pay inclusive of any ShPP entitlement. You are under no obligation to work during SPL, and the Foundation is under no obligation to offer work.

Any work undertaken on a SPLIT day will be treated as a whole SPLIT day, irrespective of the actual amount of time spent at work and will count as a whole day's entitlement for pay purposes. SPLIT days not taken are not added to annual leave entitlement.

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The 20 SPLIT days available during SPL are in addition to the 10 KIT days available during maternity and adoption leave.

5.12 Terms and conditions during SPL

You will continue to receive your usual contractual benefits during your SPL period (apart from remuneration).

5.13 Returning from SPL

If you wish to return early from SPL, or extend the period of your SPL, you must notify the company at least **eight weeks** before both the original end date and the new end date.

If you return to work immediately after a period of SPL which (together with any statutory maternity/adoption leave you may have taken to care for the same child) was 26 weeks or less, you will return to work in the same job that you left.

If you return to work from a period of SPL which (together with any maternity/ adoption leave you may have taken to care for the same child) was 26 weeks or more you will normally be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable for the company, then you will return to another job which is both suitable and appropriate in the circumstances.

Your right to return means that you return on terms and conditions no less favourable than those that would have been applied if you had not been absent and with the same level of seniority, pension rights and other similar rights.

5.14 Fraudulent Claims

The Foundation can, where there is a suspicion that fraudulent information may have been provided or where the Foundation has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the usual investigation and disciplinary procedures.

Any deliberately false declaration that you and your partner are entitled to shared parental leave and/or pay will be treated as a disciplinary issue.

6. Monitoring and Review

Overall responsibility for the operation of this policy lies with the Head of HR, Wellbeing and Inclusion. The effectiveness of this policy will be formally reviewed and monitored at least on a bi-annual basis to ensure that it continues to meet the requirements of the Foundation and that it reflects HR good practice and statutory legislation as appropriate.

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7. Associated Policies and References

Adoption Policy
Equal Opportunities Policy
Flexible Working Policy
Parental Leave Policy
Paternity Leave Policy
Maternity Leave Policy and Procedures

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Appendix 1: SPL forms

These are the forms needed by a mother and the person she will share Shared Parental Leave (SPL) with – known as the partner - to confirm eligibility and entitlement with their employers. The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP).

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Form 1: Curtailment of Maternity Leave and Pay (for Mother's Employer)

SECTION A: General (must be completed)	
<p>Please accept this as my notice to curtail my maternity leave and/or SMP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner intends to take SPL and/or ShPP. I understand that my maternity leave will end on the date given in Section B and that my SMP will end on the date given in Section C. I understand that I can only reinstate my maternity leave if I revoke this notice before the curtailment date given in Section B. I understand that I can only reinstate any SMP that I am eligible for if I revoke this notice before the end date given in Section C.</p>	
Mother's surname	
Mother's first name(s)	
Child's expected date of birth	
Actual date of child's birth (if born)	
SECTION B: Curtailing maternity leave (must be completed)	
Date statutory maternity leave started/is intended to start	
Date statutory maternity leave will come to an end	

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Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
SECTION C: Curtailing maternity pay (only complete if claiming ShPP)	
Date SMP started/is intended to start	
Date SMP will come to an end	
Total number of weeks of SMP that will have been paid at the date that SMP ends	
SECTION D: Signature (must be completed)	
Signature of mother	
Date signed	

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Form 2: Notification that Mother is intending to take SPL (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother's surname	
Mother's first name(s)	
Partner's surname	
Partner's first name(s)	
Partner's address	
Partner's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	

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SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Date mother started (or intends to start) statutory maternity leave	
Date mother's statutory maternity leave ended (or will end)	
Total number of weeks of statutory maternity leave that will have been taken at the date that statutory maternity leave ends	
Date mother started (or intends to start) SMP or MA	
Date mother's SMP or MA ended (or will end)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the mother) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Indication of Mother's leave intentions (must be completed but is not binding)	
I (the mother) currently expect to take SPL as follows:	

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Note: It will usually be helpful to answer this in a “From... To...” format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)

Total number of weeks of ShPP I (the mother) intend to take:

Total number of weeks of ShPP my partner intends to take:

I (the mother) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a “From... To...” format

SECTION F: Mother's declaration (must be completed)

The following points apply in all circumstances where a mother is entitled to maternity leave:

- I am giving notice that I am entitled to and intend to take SPL
- I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take

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- I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below)
- I am entitled to maternity leave, my maternity leave period is reduced and the remaining weeks are now available as SPL
- I will inform my employer immediately if I am no longer caring for my child
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I intend to care for my child in the weeks I receive ShPP
- I will remain employed with this employer until before the date of my first period of ShPP
- I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA
- The information provided in this declaration is accurate

Signature of mother	
Date mother signed	

SECTION G: Partner's declaration (must be completed)

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- I am the father of the child, or at the date of the birth I was (or will be) the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship
- I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother)
- I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth
- I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of childbirth
- I consent to the amount of SPL which the mother intends to take, as set out in Section D above.
- I consent to the mother's employer processing the information I have provided
- I consent to the amount of ShPP which the mother intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of partner	
Date partner signed	

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Form 3: Notice confirming that Partner is taking SPL but Mother is not (for Mother's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother's surname	
Mother's first name(s)	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant) • I declare that my partner has given notice to their employer to take SPL and/or ShPP. • I consent to my partner's intended claim for SPL and/or ShPP. 	
SECTION C: Signature (must be completed)	
Signature of mother	
Date signed	

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Form 4: Notification that Partner is intending to take SPL (for Partner's Employer)

SECTION A: General (must be completed)	
Please accept this as notification that I (the mother's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's surname	
Partner's first name(s)	
Mother's surname	
Mother's first name(s)	
Mother's address	
Mother's National Insurance number (State 'none' if no number is held)	
Child's expected date of birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	

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Date mother started (or intends to start) maternity leave (if applicable)	
Date mother's maternity leave ended (or will end) (if applicable)	
Total number of weeks of maternity leave taken (or that will be taken) when maternity leave ends	
Date mother started (or intends to start) SMP or MA (if applicable)	
Date mother's SMP or MA ended (or will end) (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	

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SECTION C: Amount of SPL available (must be completed)

The total number of weeks of SPL created depends on the mothers leave and pay entitlements:

- If the mother was/is entitled to maternity leave and SMP/MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is entitled to maternity leave but not to SMP or MA, the total created will be 52 weeks less any weeks maternity leave taken
- If the mother was/is not entitled to maternity leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid
- If the mother previously revoked her curtailment notice any SPL that was taken by the partner must be deducted

Total number of weeks of SPL created (50 max)	
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Total number of weeks of SPL I (the partner) intend to take	
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Total number of weeks of SPL the mother intends to take (if applicable)	
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SECTION D: Indication of Partner's leave intentions (must be completed but is not binding)

I (the partner) currently expect to take SPL as follows:

Note: It will usually be helpful to answer this in a "From... To..." format

SECTION E: Amount of ShPP available (only complete if claiming ShPP)

Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
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Total number of weeks of ShPP I (the partner) intend to take:	
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Total number of weeks of ShPP mother intends to take:	
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I (the partner) currently expect to take ShPP as follows:

Note: It will usually be helpful to answer this in a “From... To...” format

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SECTION F: Partner's declaration (must be completed)

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the father of the child, or at the time of the birth I was (or will be) the mother's spouse, the mother's civil partner and/or the mother's partner living with her and the child in an enduring relationship
- I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of our child at the time of the child's birth (along with the child's mother who has made the declaration below)
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of the mother's employer or a declaration that she does not have an employer if my employer asks for this within 14 days of the date of this notice
- I will inform my employer immediately if I am no longer caring for our child or if my partner revokes her notice to curtail her maternity leave or SMP/maternity allowance period
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child in the weeks I receive ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I will remain employed with this employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of partner

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Date partner signed	
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SECTION G: Mother's declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to maternity leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to maternity leave (or I have returned to work) and/or my entitlement to SMP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth
- I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of birth
- I will immediately inform my partner if I revoke my notice to curtail my maternity leave or, if I am not entitled to maternity leave, my SMP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP or MA
- I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided
- The information provided in this declaration is correct

Signature of mother

Date mother signed

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