

**ELVASTON PARISH COUNCIL**  
**SHARED PARENTAL LEAVE (SPL) ENTITLEMENT POLICY AND PROCEDURE**

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Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take SPL for children born after the 4th April 2015.

Both Parents can share a total of 37 weeks statutory paid leave and 12 week's unpaid leave, following their child's birth.

Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.

Leave can be taken by both Parents at the same time, or in alternating periods.

To take leave:

1. Both Parents must qualify in terms of earnings and length of service.
2. The Mother must give her Employer eight week's notice that she is ending her Maternity Leave. This can be done as early as eight weeks before the birth, (starting from February 2014).
3. The Council requires eight weeks prior notice of the dates an Employee wishes to take SPL.
4. The Council requires the following evidence that an Employee's Partner/Spouse is also entitled to SPL:
  - The Partner/Spouse's name.
  - Their National Insurance number.
  - Copies of the Partner/Spouse's payslips for the past eight weeks.
  - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
5. The Council will automatically allow any requests for just one continuous period of leave.
6. If an Employee requests two or more separate/discontinuous periods of SPL, the Council can discuss dates with the Employee, which are unacceptable for business reasons.

The Council will discuss problem dates with an Employee during the first two weeks of the eight week notice period.

If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.

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7. Parents are paid at the same rate as Statutory Maternity Pay when taking SPL.
8. Employees wishing to take SPL will be able to submit a written eight week notice from February 2015, to the Clerk, or if the Clerk, then to the Chairman of the Parish Council, specifying the dates they wish to take.

Minute Reference: -