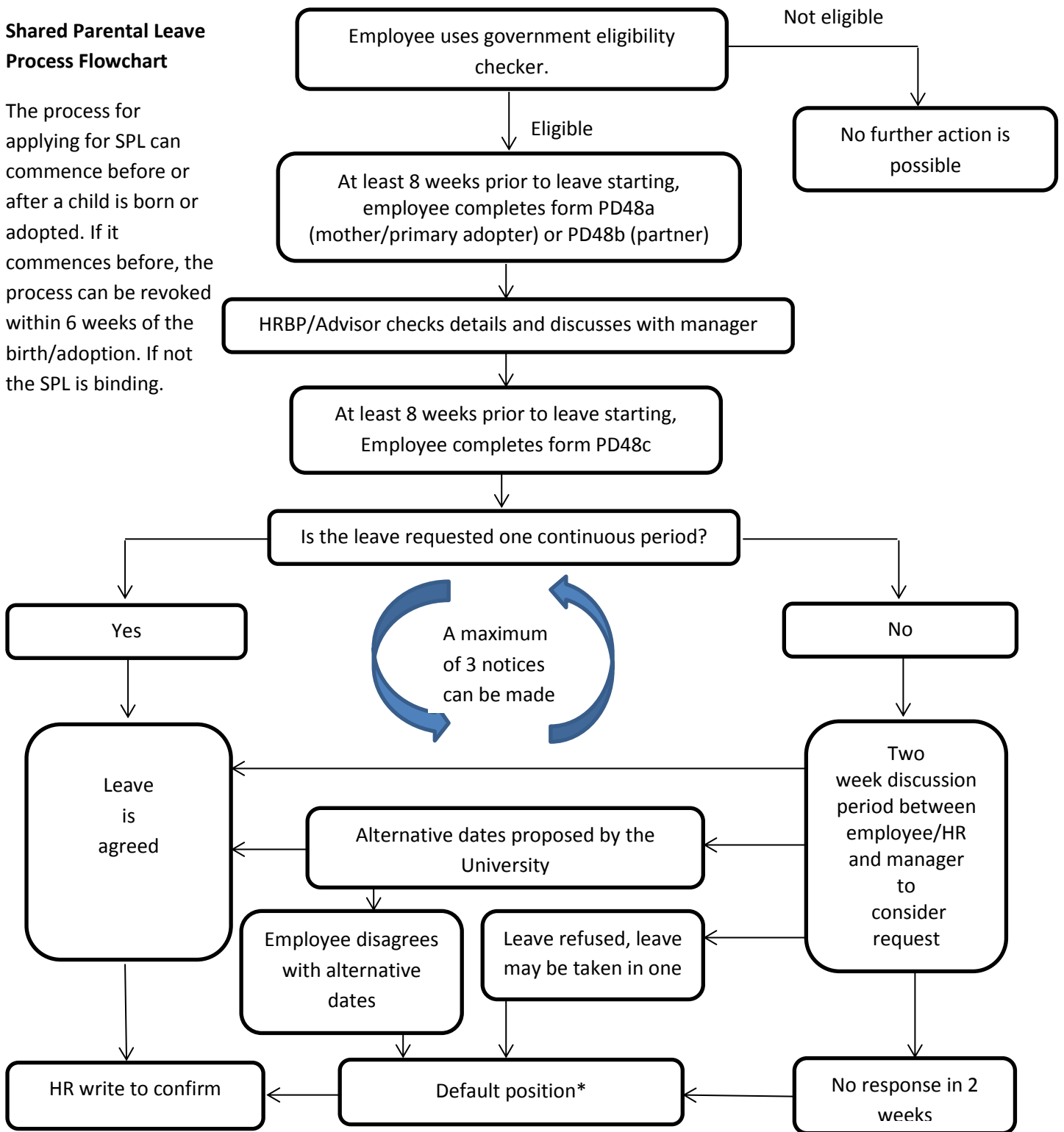


Shared Parental Leave Process Flowchart

The process for applying for SPL can commence before or after a child is born or adopted. If it commences before, the process can be revoked within 6 weeks of the birth/adoption. If not the SPL is binding.



***The Default Provisions (discontinuous leave only)**

Within 14 calendar days of the original notification...	If an agreement is reached regarding when the employee will take their leave, no default provisions will apply. If no agreement is reached or the employer refuses the discontinuous leave notification or the employer makes no response to a discontinuous leave notification, the default provisions will apply.
Within 15 calendar days of the original notification...	If no agreement is reached, the employee may withdraw their discontinuous leave notification. If the employee does withdraw the request it will not count as one of their three notices to book leave. If the employee does not withdraw their request, the discontinuous leave notification automatically defaults to a period of continuous leave.
Within 19 calendar days of the original notification...	The employee can choose when the continuous leave will commence but it cannot start sooner than eight weeks from the date the original notification was given. If the employee does not choose, the start date automatically defaults to the date the requested discontinuous leave would have first started.