



Shared Parental Leave Policy

The University is committed to supporting staff who maintain responsibilities as parents alongside their job. We aim to work with our employees to facilitate a good work/life balance. Our policies aim to be inclusive and therefore apply equally to all staff including those in same sex relationships.

Purpose of policy

The Children and Families Act 2014 created the Shared Parental Leave Scheme (SPL). The scheme enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. The aim of this policy and the associated procedure and guidance documents are to explain the provisions of shared parental leave, which employees are eligible and how to apply.

Who does this apply to?

Mothers of babies due on or after 5 April 2015 and adopters where the child is matched on or after 5 April 2015, will be able to bring their maternity/adoption leave to an end early and convert the balance of the leave into Shared Parental Leave, if they meet the eligibility criteria. This leave can then be taken by either of the baby/child's parents (or in some cases, the mother's husband or partner) in periods of a week or multiples of a week.

Principles

Shared Parental Leave is designed to sit alongside and complement the other University family friendly policies: the University is committed to supporting its employees with their caring commitments.

Shared Parental Leave provides an opportunity for parents to decide how to care for their child in the first year of life/adoption: in order to support parents the University offers generous pay arrangements by matching with the University maternity and adoption scheme.

The University is committed to supporting its employees through this period in their lives: there is guidance available to help employees make decisions that work for them and their family and to help managers make decisions that work for the University.

Different arrangements work for different Colleges, Services and individuals: There is no one-size-fits-all solution with regard to shared parental leave. The best working arrangements are tailored to the job and the individual. There is guidance for staff, Colleges and Services to help everyone reach a decision.

Responsibilities

Everyone should engage in open discussion about shared parental leave as early as possible and share responsibility for making it work.





Leadership Teams of Colleges and Services are responsible for ensuring the continued operation of services within their College/Service and that employees are not penalised for using their entitlement.

Line managers are responsible for thinking about how the shared parental leave requested will work in their team ensuring employees are supported and decisions are made within a reasonable timeframe.

Staff who wish to apply for shared parental leave should give managers as much notice as is possible and work with managers to ensure the pattern of leave and work is appropriate for both the University and the staff member.

HR Services is responsible for supporting staff and managers through this process.

Further guidance and advice

Further guidance for managers and staff can be found on the HR [Shared Parental Leave](#) web pages.

Speak to your [HR Business Partner or Advisor](#) for specific advice and guidance.

