

## Appendix A

### Examples of changing hours and annual leave following Shared Parental Leave

**Example:**

A woman working full-time (37 hours per week) and entitled to 24 days' annual leave per year takes maternity and then shared parental leave. She requests to reduce her hours to 20 hours per week on her return to work and her employer agrees. The employer's annual leave year runs from 1 April to 31 March. Although she had used all the previous annual leave year's entitlement before taking maternity and shared parental leave, she had not taken any of the current annual leave year's entitlement.\*

Her shared parental leave ends on 30 June. If her hours are changed with effect from 1 July, her accrued annual leave will be calculated as follows:

1 April to 30 June (when her working day was 7.4 hours)

24 days' annual leave per year = 2 days per month  
Leave accrued 1 April to 30 June (3 months) = 6 days @ 7.4 hours = 44.4 hours

Plus

1 July to 31 March (when her average working day will be 4 hours)

24 days' annual leave per year = 2 days per month  
Leave accrued 1 July to 31 March (9 months) = 18 days @ 4 hours = 72 hours

The employee's total annual leave for the current year will be 116.4 hours. Because she will be reducing the length of her working day to 4 hours, this will equate to 29.1 days on her return to work.

\* For simplicity, this example does not take account of bank/public holidays, although these accrue during Shared Parental Leave and would also need to be factored in to any calculations.

## Appendix B

### Examples of how Shared Parental Leave can be taken

#### Example A:

A mother takes her compulsory 2 weeks' statutory maternity leave following the birth of her child. She then takes a further 25 weeks' maternity leave before returning to work. Her husband takes his 2 weeks' paternity leave directly following the birth of the child. He then takes 25 weeks' shared parental leave starting from the point that his wife returns to work.

#### Example B:

A primary adopter takes their compulsory 2 weeks' statutory adoption leave following the placement of their child. They then take a further 20 weeks' adoption leave. The primary adopter and their partner then both take 15 weeks' shared parental leave at the same time (which in total uses the remaining 30 weeks SPL available).

#### Example C:

A mother takes her compulsory 2 weeks' statutory maternity leave following the birth of her child. She then remains on maternity leave for a further 6 weeks during which time her partner takes SPL.

She then returns to work and her partner takes a further 6 weeks' shared parental leave. He then returns to work and she takes the next 10 weeks' leave. She then returns to work and he takes the next 10 weeks' leave. Together they then split the remaining 10 weeks by both having 5 weeks off together.

## Appendix C

### Curtailment of Maternity/Adoption Leave and/or Pay

1. This form must be completed by the mother/primary adopter to bring their Maternity/Adoption Leave period to an end in order to opt into Shared Parental Leave.
2. You are only able to curtail (i.e. bring to an end) your Maternity/Adoption Leave and opt into Shared Parental Leave (SPL) after you have provided your MAT B1 and any relevant maternity / adoption forms.
3. You should complete and submit this form along with the Notice of Entitlement and Intention to Take Shared Parental Leave form
4. You must state the date on which you propose your Maternity/Adoption Leave to end. That date must be:
  - after the compulsory Maternity Leave Period which is the 2 weeks after the birth
  - at least 8 weeks after the date on which you provide this Maternity Leave Curtailment Notice
  - at least 1 week before what would be the end of the additional Maternity Leave Period (which is 52 weeks after the birth)

#### Section A – Your details

Surname	
First name(s)	
Child's expected date of birth/placement	
Actual date of child's birth (if born)/placement	

#### Section B – If curtailing maternity/adoption leave

Date statutory maternity/adoption leave started/is intended to start	
Date statutory maternity/adoption leave will come to an end	
Total number of weeks of statutory maternity/adoption leave that will have been taken at the date that statutory maternity/adoption leave ends	

**Section C – If curtailing maternity/adoption pay (only complete if claiming ShPP and if you have a minimum of 2 weeks maternity pay remaining)**

Date SMP/SAP started/is intended to start	
Date SMP/SAP will come to an end	
Total number of weeks of SMP/SAP that will have been paid at the date that SMP/SAP ends	

**Declaration**

Please accept this as my notice to curtail my maternity/adoption leave and/or SMP/SAP. 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/adoption leave will end on the date given in Section B and that my SMP/SAP will end on the date given in Section C.

I understand that I can only reinstate my maternity/adoption leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner to opt into SPL and ShPP I can only reinstate my SMP/SAP if I revoke this notice before the end date given in Section C.

Signed.....

Print.....

Date.....

## Appendix D

### Notice of entitlement and intention to take Shared Parental Leave form

1. This form must be completed by the mother/primary adopter in conjunction with the curtailment of Maternity/Adoption Leave and/or Pay
2. This form must be submitted to the **Town/Parish Clerk** at least eight weeks before the date on which you wish to start the leave and (if applicable) receive ShPP.

#### Section A – Your details:

Surname	
First name(s)	
Child's expected date of birth/placement	
Actual date of child's birth/placement (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 – Your partner's details:

Partner's surname	
Partner's first name(s)	
Partner's address	
Partner's National Insurance number (State 'none' if no number is held)	

#### Section C – Maternity / adoption details:

Date mother/primary adopter started (or intends to start) statutory maternity/adoption leave	
Date mother's/primary adopter's statutory maternity/adoption leave ended (or will end)	
Total number of weeks of statutory maternity/adoption leave that will have been taken at the date that statutory maternity/adoption leave ends	
Date mother/primary adopter started (or intends to start) SMP/MA/SAP	

Date mother's/primary adopter's SMP/MA/SAP ended (or will end) (as below in section D)	
Total number of weeks SMP/MA/SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP/MA/SAP will be reduced (i.e. 39 weeks minus total number of weeks SMP/MA/SAP has been paid or will have been paid at date of curtailment)	
Total number of weeks of SPL created (52 weeks less total number of maternity/adoption weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL the mother/primary adopter intends to take	
Total number of weeks of SPL that the father/partner intends to take	

**Section D - Indication of intentions:**

I (the mother/primary adopter) currently expect to take SPL as follows: <i>(Note: It will usually be helpful to answer this in a "From... To..." format)</i>

**Section E - Shared Parental pay (only complete if claiming ShPP):**

Total number of weeks of ShPP created (39 weeks less total number of SMP/SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP that I (the mother/primary adopter) intend to take:	
Total number of weeks of ShPP that my partner intends to take:	
I (the mother/primary adopter) currently expect to take ShPP as follows: <i>(Note: It will usually be helpful to answer this in a "From... To..." format)</i>	