

University of Sussex

Shared Parental Leave and Pay Procedure

1. Introduction to Shared Parental Leave

1.1. Shared Parental Leave (SPL) is a statutory right that enables eligible parents of children to choose how to share leave to care for their child during the first year following birth or adoption. Its purpose is to give parents more flexibility in considering how best to care for, and bond with, their child. There may also be an entitlement to some Shared Parental Pay (ShPP). This procedure sets out the rights and responsibilities of University employees who wish to take SPL and ShPP and how they may qualify for, book and take SPL and ShPP.

1.2. This is the University's procedure on SPL and it applies to you as an employee of the University. However your SPL can be shared with your partner whether they work for the University or for another organisation. Where the person you are sharing your SPL with works for another organisation, that organisation may have their own SPL and ShPP procedure which may differ from the University's and you should familiarise yourselves with it. The person you are sharing your SPL with must book their SPL with their own employer and comply with their own notification requirements.

1.3. SPL is separate from the existing provisions for Parental Leave, which is unpaid time off work that can be requested by eligible parents of children who have not yet reached their 18th birthday. For more information on [Parental Leave](#) please see the Human Resources webpages.

1.4. If you are considering taking SPL you are encouraged to contact your local HR Business Partner to arrange an informal discussion as early as possible to discuss your potential eligibility and entitlement. The SPL and ShPP provisions are complex and it is not possible to include every eventuality in this procedure. The provisions interact with and have implications for other statutory leave such as Maternity Leave, Adoption Leave and Paternity Leave. The eligibility criteria for SPL and ShPP are also different and ShPP may not apply for the whole of the period of SPL you may take. Your HR Business Partner will be able to assist you in exploring your options. In addition, early discussions with HR and your manager about your plans will put the University in a better position to support you in your chosen pattern of leave, where this is reasonably practicable.

1.5. For the purposes of this document, the terms 'mother' and 'partner' will be used, however the 'mother' may also be an adopter of either gender, and the 'partner' may be the child's father, the mother's partner of either gender, or the co-adopter. 'Maternity leave' and 'maternity pay' will also refer to adoption leave and adoption pay respectively. Throughout this document, references to 'Expected Week of Childbirth' are to the Matching Week in the case of adoption, and references to

the child's 'date of birth' are to the date of placement in the case of adoption. With the exception of paragraph 2.1 below, the different categories of 'mother' and 'partner' and the situation for those who are adopting a child will only be explicitly stated if they differ from those of maternity.

1.6. For the purposes of this document, the term 'child' will refer to 'children' in the case of multiple births. You are not entitled to extra SPL or ShPP if you are expecting more than one child. The entitlements are, like maternity leave and paternity leave, the same as if you were expecting one child. This also applies to multiple adoptions that occur in a single placement.

2. Eligibility criteria for Shared Parental Leave

2.1. Shared Parental Leave (SPL) can be taken by two people:

- The mother/adopter and
- One of the following:
 - The father of the child; or
 - The spouse, civil partner or partner of the child's mother.

You and the person you are sharing SPL with must both have, or be expected to have, the main responsibility for the care of the child at the time of the birth or placement for adoption. SPL can only be shared by a maximum of two people.

2.2. Additionally the following eligibility criteria must be satisfied:

- The mother of the child (whether that is you or the person with whom you are sharing SPL) must be or have been entitled to maternity leave or Statutory Maternity Pay or Maternity Allowance and must have ended their maternity leave or have curtailed or given notice to curtail (ie give up) their maternity leave entitlement (see section 5);
- You must have a minimum of 26 weeks' service with the University as at the end of the 15th week before the Expected Week of Childbirth (or a minimum of 26 weeks' service with the University as at the end of the Matching Week in the case of adoption);
- You must remain in continuous employment with the University until at least the week before any period of SPL you take;
- The person with whom you are sharing your SPL must have been engaged in employment as an employed or self-employed earner for at least 26 weeks in the 66 weeks immediately preceding the Expected Week of Childbirth, and in 13 weeks of that 66 week period they must have earned an average of £30 a week (or such other amount as specified in the relevant legislation from time to time) and have paid either class 1 or class 2 National Insurance contributions in those weeks (or hold an exemption certificate for those weeks);
- Both of you must correctly notify the University and any other relevant employer of your entitlement and provide evidence as required (see section 6).

3. SPL entitlement

3.1. Eligible employees are entitled to share up to 50 weeks SPL between them during the year following the child's date of birth. The number of weeks available is calculated with reference to the mother's entitlement to maternity leave. An eligible mother may take up to 52 weeks' maternity leave but must take two weeks' maternity leave at the time of the birth. After this compulsory period of maternity leave they have up to 50 weeks' maternity leave and it is this leave which can be converted to SPL and shared between the mother and their partner subject to the eligibility criteria and notice requirements. So, if the mother takes 10 weeks' maternity leave (including the compulsory two week leave period) this will leave 42 weeks which can be shared as SPL. Mother and partner can elect to be on SPL at the same time, back at work at the same time, or take it in turns to take SPL to care for the child. However, before SPL can start, the mother must end their maternity leave or give up their remaining maternity leave (see section 5 below).

3.2. Subject to the provisions set out in this procedure, (see sections 5 to 7) SPL could commence:

- For the mother, at any point after the two week compulsory maternity leave period immediately following the birth of the child;
- For the partner, immediately following the birth of the child (but you may first choose to exhaust any paternity leave and pay entitlements as these cannot be taken once SPL and/or Shared Parental Pay has started).

3.3. Before SPL can begin, the mother must have brought their maternity leave to an end, or give notice to end it. The mother may end their entitlement to maternity leave by returning to work before the full entitlement of 52 weeks has been taken, or may give notice to curtail their maternity leave at a specified future date (see section 5). Where a mother gives notice to curtail their maternity entitlement at a specified date in the future, the partner can start to take SPL while the mother is still using their maternity entitlement.

3.4. If you are eligible to receive Shared Parental Pay (ShPP) it may be paid for some, or all, of your SPL period (see section 4). If you have been receiving maternity pay from the University (occupational and/or statutory) or you have been in receipt of Maternity Allowance, this will cease on the date that your maternity leave is curtailed.

3.5. Entitlement to SPL (and ShPP if applicable) ends for both parents one year after the date of birth of the child. This means that the latest date an application can be made to take the minimum of one week's SPL is nine weeks before the child's first birthday (or nine weeks before the first year anniversary of the adoption in the case of adoptive parents).

3.6. In order for SPL to commence, three types of notice must be given:

- Curtailment of Maternity Leave (section 5) – this is the mother's notice to give up the right to further maternity leave, so that the remaining leave can be converted to SPL.
- Notification of Intention and Entitlement (section 6) – this is the notice given to tell the University that you are eligible to take SPL and intend to take it.
- Period of Leave Notification (section 7) – this is the notice used to actually book the SPL you wish to take.

4. Shared Parental Pay (ShPP)

4.1. If you and/or the person you are sharing SPL with are eligible for Shared Parental Pay (ShPP), you may be entitled to share a maximum of 37 weeks' ShPP whilst taking your SPL. The number of weeks available will depend on the number of weeks by which the mother reduces their maternity pay period or maternity allowance period. So if the mother ends their maternity pay period when there is 10 weeks of maternity pay remaining, and takes SPL, these 10 weeks may (depending on the eligibility of the mother and the partner) be paid as ShPP.

4.2. If you are the mother, you will be entitled to ShPP if you qualified for Statutory Maternity Pay. If you qualified for Maternity Allowance, you will not be entitled to ShPP, but your partner might.

4.3. If you are the partner, you will be entitled to ShPP if the mother qualified for Statutory Maternity Pay or Maternity Allowance and you qualified for Statutory Paternity Pay. Once you start receiving ShPP you will no longer be able to receive paternity pay (occupational and/or statutory) so you may wish to take this first before commencing your SPL and ShPP.

4.4. In the case of adopting parents, each must have earned average weekly earnings which are no less than the lower earnings limit for National Insurance Contributions, during the eight weeks prior to the end of the 15th week before the Matching Week for adoption (or entry in to the UK in the case of overseas adopters). The current lower earnings limit can be found on the [HMRC website](#).

4.5. Where the mother (whether that is you or your partner) has returned to work (rather than curtailing maternity leave, see section 5 below), this automatically ends a mother's entitlement to maternity leave, but does not end their maternity pay or maternity allowance period. The statutory maternity pay (or maternity allowance if applicable) will continue to run 'in the background' for 39 weeks from when it started. If the mother opts in to ShPP after returning to work and is still in the maternity pay period (i.e. the 39 calendar weeks from when it started), they must give their employer notice to end their maternity pay period at least nine weeks before the expiry of the 39 week period (in the case of maternity allowance, notice must be given to Jobcentre Plus). The maternity pay or allowance period will end on the last day of the pay week in which the notice was given.

4.6. ShPP may be payable during some or all of SPL, depending on the length and timing of SPL. Where ShPP is not available (because it has been exhausted or because you were not eligible to receive it) SPL will be unpaid. There may be situations where one person sharing the SPL qualifies for ShPP but the other does not.

4.7. ShPP is paid at the applicable statutory rate which may change from time to time. The current rate can be found on the [HMRC website](#).

5. Curtailment of maternity leave

5.1. Before SPL can be taken, the mother must either have already ended their maternity leave by returning to work, or have curtailed or given notice to curtail their maternity leave. If you, as a University employee, are the mother and you have not already returned to work you must complete and submit (in MyView) a [SPL1 Leave Curtailment Notice](#) and Notice of Entitlement & Intention form (see section 6) to be received by Human Resources at least eight weeks before the period of SPL is due to commence. If you are the partner of the mother, you will provide details of the mother's curtailment (or return to work) when you complete your Notification of Entitlement & Intention (see section 6).

5.2. Whether or not the mother is employed by the University, the date of curtailment of their maternity leave must be after the end of the compulsory two week maternity leave period immediately following the child's date of birth. The earliest date a Leave Curtailment Notice can be submitted is the beginning of the 11th week before the Expected Week of Childbirth, and the latest date a Leave Curtailment Notice can be submitted is the beginning of the ninth week before your entitlement to SPL is due to end.

5.3. Once given, a Leave Curtailment Notice can only be revoked by the mother if they have not returned to work, the curtailment date has not passed, and one of the following circumstances apply:

- Where it is discovered in the eight weeks following the notice that neither the mother nor the partner has any entitlement to SPP or ShPP.
- In the event of the death of the partner.
- (For mothers only), if the notice was given before the birth, and the mother revokes their maternity leave curtailment notice in the six weeks following the birth.

A Leave Curtailment Notice must be revoked in writing to the Human Resources.

5.4. If you revoke your Leave Curtailment Notice in the last of the circumstances set out in 5.3 you will be able to opt back in to SPL at a later date with the same partner.

5.5. If you revoke your Leave Curtailment Notice you will remain on maternity leave and continue to receive maternity pay (if applicable). Your entitlement to maternity leave will be restored to 52 weeks.

5.6. If you are the partner of a mother who has revoked their Leave Curtailment Notice with their employer, you are no longer entitled to take SPL (and ShPP if applicable) from the University and you must immediately inform the Human Resources in writing that you are no longer eligible. Any period of SPL, or period of ShPP, will cease with immediate effect.

6. Notifying the University of your entitlement and intention to take SPL

6.1. If you are entitled to SPL (and ShPP if applicable) you must give the University notification of your entitlement and intention to take SPL at least eight weeks¹ before any period of SPL can be taken. You can give this Notice of Entitlement and Intention at the same time as booking a period of SPL (see section 7) or as a "heads up" to tell the University that you plan to book SPL at some future date.

6.2. Notification should be made to the University on the Notification of Entitlement & Intention form. The version of the form (found in MyView) you use will depend on whether you are

- the mother: [spl2a](#);
- an adopter taking adoption leave: [spl2b](#);
- the partner of the mother: [spl3a](#);
- or the partner of someone taking adoption leave: [spl3b](#).

If both of you are employed by the University you should each complete the relevant forms. All sections of the form must be correctly completed in order for you to have given formal notification and in order for you to be eligible for SPL (and ShPP if applicable).

6.3. The University may, within 14 calendar days of receiving the Notification form, request that you provide the following:

- The name and business address of the employer of the person with whom you are sharing, or intend to share, your SPL (or the contact details of the person themselves if they are no longer employed or are self-employed).
- In the case of maternity/birth a copy of the child's birth certificate.
- In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which you were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

¹ Please see section 10 re exceptions to the eight week notice requirement in the case of early birth.

If the University makes such a request you are required to provide the requested information to the Human Resources within 14 calendar days in order to be entitled to SPL.

6.4. The University will provide written acknowledgement of your Notification of Entitlement & Intention form.

6.5. The Notification of Entitlement & Intention form asks you to indicate the dates and duration of any SPL (and ShPP if applicable) that you intend to take. The information in this form is intended as an indication only – the details you give are not binding and do not constitute a formal request for SPL or ShPP. However, you can at the same time make a formal request for SPL by sending a Period of Leave Notice to the University, along with your Notice of Entitlement and Intention. See section 7 for further information about formally requesting a period of SPL.

6.6. If at any time after you have submitted your Notification of Entitlement and Intention form your circumstances change such that you and/or your partner would no longer be eligible for SPL (or ShPP if applicable) you must immediately inform the Human Resources.

6.7. If, after you and the person you are sharing your SPL with have submitted Notification of Entitlement & Intention forms to your respective employers, you decide to change the way you have allocated the total number of weeks of SPL (and ShPP if applicable) between you, you must inform the Human Resources in writing, in a letter signed by both of you, setting out:

- The total number of weeks of SPL (and ShPP if applicable) each of you have already taken; and
- How you now propose to divide the remaining SPL (and ShPP if applicable) between you.

7. Booking SPL

7.1. In addition to notifying the University of your entitlement to and intention to take SPL, you must also give the University notice of the dates that you wish to take the leave by submitting (in MyView) a [SPL4 Period of Leave Notice booking form](#) to the HR Manager - Administrative Services. Where possible, you may wish to do this at the same time as you give your Notice of Entitlement & Intention.

7.2. In order to book SPL (and ShPP if applicable) you must have submitted a Notification of Entitlement & Intention form (see section 6) to be received by the Human Resources at least eight weeks before the first day of your intended SPL, and you must also submit a Period of Leave Notice booking form to be received by the Human Resources at least eight weeks before the date on which you wish to start the SPL (and ShPP if applicable) that you are requesting.

7.3. You are entitled to submit a maximum of **three** Period of Leave Notice forms in total. These can be used to book, vary or cancel a period of SPL. So if you use one form to book a period of SPL and another form to vary that period of leave, you will have one form left to use to book a further period of SPL.

7.4. Each Period of Leave Notice booking form may contain either (i) one single **continuous** period of leave; or (ii) two or more periods of **discontinuous** leave (i.e. where you intend to return to work between periods of leave).

7.5. SPL and ShPP can only be taken in complete weeks, but may begin on any day of the week (i.e. if a week of SPL began on a Tuesday it would finish on a Monday). If you return to work between periods of SPL, the next period of SPL can start on any day of the week, but can only be taken in complete weeks.

Continuous leave

7.6. A request for a period of continuous SPL (and ShPP if applicable) is a number of weeks taken in one single unbroken block (for example, six weeks in a row). Provided you have met the eligibility and notification requirements, and given the required notice, you can take a period of continuous SPL from a date of your choice, at your discretion.

7.7. A Period of Leave Notice for a single block of continuous SPL cannot be withdrawn. If you no longer wish to take the leave at this time you must cancel or vary the Period of Leave Notice (see section 9 below) and this will count as one of your three Period of Leave Notices.

Discontinuous leave

7.8. A single notification may contain a request for two or more periods of discontinuous leave, (for example two separate blocks of four weeks, or a request to work every other week for a period of eight weeks). A request for discontinuous leave is subject to agreement by the University.

7.9. If your manager has concerns about accommodating your request for discontinuous SPL, you will be invited to a meeting to discuss your request with a view to agreeing an arrangement which meets both your needs and the operational requirements of the University. If you wish, you may be accompanied at the meeting by a workplace colleague or trade union representative. A member of HR staff may also be present.

7.10. The purpose of the meeting will be to discuss in detail the leave proposed, and any concerns your manager has about accommodating the leave and how those may be addressed. You and your

manager may also wish to consider whether a modified arrangement would be agreeable to both parties, and what the outcome may be if no agreement is reached.

7.11. You can withdraw a Period of Leave Notice for a discontinuous block of leave within 15 calendar days of Human Resources receiving it provided that your request has not already been agreed (i.e. if either the University has not yet responded to your request, or the University has refused your request - see section 8 below). If your Period of Leave Notice has been withdrawn it will not count towards your three Period of Leave Notices. If your request has already been agreed or you wish to cancel or vary it after the 15 calendar day time limit, you will need to follow the procedure set out in section 9. Any such variation or cancellation would count towards your three Period of Leave Notices.

8. How will the University respond to your Period of Leave Notice?

8.1. Your Period of Leave Notice will be dealt with as soon as reasonably practicable, and you will receive a written response no later than 14 calendar days after the request was made.

8.2. All agreed arrangements for SPL (and ShPP if applicable) will be confirmed in writing by Human Resources.

8.3. All requests for discontinuous SPL will be carefully considered, weighing up the potential benefits to you and to the University against any impact to the University's operations. Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for you or someone else to be granted a similar pattern of discontinuous SPL in the future.

8.4. Where a meeting has taken place to discuss your discontinuous SPL request, you will be informed in writing of the decision within 14 days of submitting your request. If your request for discontinuous leave is refused you may either (i) on or before the 15th calendar day after your notification was received, provide written notification to Human Resources that you are withdrawing your request (in which case the refused request will not count towards your maximum of three possible Period of Leave Notices); or (ii) opt to take the leave requested as one continuous block instead.

8.5. If your discontinuous period of SPL has been refused and you opt to take it as a continuous block, you have until the 19th calendar day from the date the original notification was received by Human Resources to choose when you wish the leave period to begin, and to inform Human Resources of this date. The SPL cannot start sooner than eight weeks from the date the original notification was received by the Human Resources. If you do not choose a new start date (and you have not withdrawn your original request), the leave will automatically begin on the first leave date requested in the original notification, and the continuous block will last for the total amount of SPL

weeks requested on the original notification. The dates of your period of SPL will be confirmed in writing by Human Resources.

8.6. There is no right of appeal against a decision to refuse a request for discontinuous SPL.

9. Changing your mind – Varying or cancelling an SPL period

9.1. You are able to cancel or vary an agreed and booked period of SPL, provided that you advise Human Resources in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

9.2. When varying a period of leave, you may:

- End a period of SPL earlier or later than previously notified (provided that it remains in complete weeks).
- Aggregate a number of discontinuous weeks into a single block of continuous leave.
- Seek to change a period of continuous SPL into discontinuous leave (although this will be subject to agreement by the University via the process set out in 7.8 – 7.11 above).

9.3. Any variation or cancellation notification should be made on the [SPL5 Period of Leave Notice](#) – variation or cancellation form. Any variation or cancellation request you make (including a notice to return to work early) will normally "use up" one of your three Period of Leave Notices. However, a change requested as a result of a child being born early in certain circumstances (see section 10), or as a result of the University requesting a change to which you have agreed, will not count as one of your three Period of Leave Notices.

9.4. Any variation to previously arranged SPL will be confirmed in writing by the Human Resources.

10. Changes to Notification and Booking arrangements in the event of an early birth

10.1. Where a child's actual date of birth is before the Expected Week of Childbirth, different notification requirements apply in respect of SPL (and ShPP if applicable) in the eight weeks following the Expected Week of Childbirth.

10.2. If you have already submitted a Notification of Entitlement & Intention form to Human Resources (see section 6) and have also booked a period of SPL (and ShPP if applicable) to start within eight weeks of the Expected Week of Childbirth via a Period of Leave Notification form, and the child is born early, you may take the SPL (and ShPP if applicable) you have 'booked' after the actual birth if you wish. You need to give the University a Period of Leave Notification to vary the SPL (and ShPP if applicable) that you originally applied for as soon as reasonably practicable after the

birth. For example, if you are the partner and you were planning to take two weeks of paternity leave immediately after the birth and had booked three weeks of SPL to be taken afterwards (thus being on leave for a continuous period of five weeks), you could still take the same amount of SPL and ShPP two weeks after the child's actual date of birth, if you notified the University of the change as soon as reasonably practicable. This notification would not count as one of your three Period of Leave Notices. The above arrangements would not apply to SPL (and ShPP if applicable) that was booked for a period starting after eight weeks after the birth, or to any change in the number of weeks SPL or ShPP booked. Any changes to such leave or pay would be subject to the variation requirements set out at section 9, and would count as one of your three Period of Leave Notices.

10.3. If you have already submitted a Notification of Entitlement & Intention form but have not yet formally booked any SPL via a Period of Leave Notice form, and the child's actual date of birth is eight or more weeks before the Expected Week of Childbirth, you can book a period of leave to start within eight weeks of the child's actual date of birth if you submit the Period of Leave Notice form as soon as reasonable practicable after the birth.

10.4. If you have not yet submitted a Notification of Entitlement & Intention form and the child is born eight or more weeks before the first day of the Expected Week of Childbirth, then the requirement for submitting a Notification of Entitlement & Intention form at least eight weeks before the start of a period of SPL is treated as satisfied if it is submitted as soon as reasonably practicable after the actual date of birth. Similarly the requirement to give eight weeks' notice when submitting a Period of Leave Notice booking form will be treated as satisfied if the SPL is to start within eight weeks.

11. Terms and conditions during SPL

11.1. During the period of SPL, your contract of employment remains in force and you are entitled to receive all your contractual benefits, except for salary or other remuneration.

11.2. Annual leave entitlement will continue to accrue during a period of SPL. If there is a bank holiday or minimum service day during your period of SPL you will either receive ShPP or will not be paid for that day, as applicable. Bank holidays and minimum service days that occur during a period of SPL will not be 'reimbursed' to you, unless your overall entitlement to annual leave, bank holidays and minimum service days for that leave year would be reduced below the statutory minimum of 28 days. If this is the case, your annual leave entitlement would be increased so that your overall entitlement to annual leave, bank holidays and minimum service days for that year met the statutory minimum.

12. Pension arrangements during SPL

USPAS & USS

12.1. You will automatically continue to pay pension contributions during a period of SPL if you are receiving ShPP. If you are not in salary exchange, you will pay your contributions based on your ShPP. The University will make up the balance of your contributions and will make employer contributions based on the pay you would have been earning if you had not been on SPL. If you are in salary exchange, the University will pay full contributions on behalf of both you and the University, based on your notional salary. This period will count as pensionable service and you will be covered for early retirement on ill health grounds and death in service, subject to the rules of the relevant pension scheme.

12.2. For unpaid periods of SPL, no pension contributions will automatically be made, but you have the option of maintaining your contributions based on the salary you would have received if you had not been on SPL. If you decide to do this the University will make the appropriate employer's contribution. If you are in salary exchange you will be required to opt out of salary exchange on a temporary basis until you return to work. You will need to contact Payroll at least 6 weeks before the start of your SPL to confirm that you wish to maintain your pension contributions and make arrangements to do so.

12.3. If you decide not to maintain your pension contributions during any unpaid SPL period, your membership of USS or USPAS will be suspended. This period of suspended membership will not count as pensionable service. However, cover for early retirement on ill health grounds and death in service is maintained, subject to the rules of the relevant pension scheme.

SGSS

12.4. You will continue to contribute at your chosen percentage of salary during a period of SPL if you are receiving ShPP. If you are not in salary exchange your contributions will be based on ShPP. If you are in salary exchange the University will pay your contributions based on the pay you would have been receiving if you had not been on SPL. In either event, the University will pay the employer's contribution based on the pay you would have been receiving had you not been on maternity leave.

12.5. During unpaid SPL your membership of SGSS will be suspended but you will continue to be covered by the Group Life Assurance & Income Protection Schemes where you are eligible for cover under these respective schemes. When you return to work you may, if you wish, increase your contribution percentage to make up the contributions missed whilst on unpaid maternity leave.

13. Contact during SPL

13.1. Before your SPL begins, your manager will discuss the arrangements for you to keep in touch during your leave. The University will maintain reasonable contact with you from time to time as required during your period of SPL. This may be to discuss your plans to return to work or to update you on developments at work during your absence.

14. SPL in Touch (SPLIT) days during SPL

14.1. You can agree with your manager to work for the University (or attend training) for up to 20 days in total during your period(s) of SPL without bringing that period of SPL to an end or impacting on your right to claim ShPP for that week. These days are known as Shared Parental Leave in Touch (SPLIT) days. Both you and the person you are sharing your SPL with are entitled to request a maximum of 20 SPLIT days each. Any SPLIT days worked replace a day you would otherwise have been absent on SPL, and do not extend the total period of SPL.

14.2. A SPLIT day can only be worked if you and your manager agree – your manager cannot insist that you work a SPLIT day, neither can you insist that you work one against your manager's wishes. You could use SPLIT days to work part of a week during SPL, and/or to effect a gradual return to work towards the end of a longer period of SPL, with the agreement of your manager.

14.3. Any amount of work done on a SPLIT day counts as one SPLIT day so if you come to work for a one-hour meeting you are deemed to have used up one of your SPLIT days.

14.4. If the SPLIT day is worked whilst you are receiving ShPP:

- If the full day is worked your ShPP will be made up to your full pay for that day,
- If less than the full day is worked you will continue to receive your ShPP for that day. However, if the amount earned would have been more than your ShPP, you will receive the difference as an additional payment.

14.5. If the SPLIT day is worked during an unpaid period of SPL, you will be paid for the hours worked at your normal rate of pay.

14.6. If you are the mother, you are entitled to the 20 SPLIT days in addition to the 10 Keeping in Touch (KIT) days which are available to you during maternity leave. Note that once your maternity leave ends, you may not take any further KIT days.

15. Other matters

15.1. If you leave the employment of the University and you have already opted into SPL, then the person with whom you are sharing your leave may still take SPL (and ShPP if applicable) from their employer, provided that they meet the other eligibility criteria.

15.2. If you are sick and unable to care for your child during a period of SPL, you will no longer be entitled to take SPL whilst you are unwell. If you are eligible you will be paid sick pay (occupational and/or statutory as applicable) rather than ShPP whilst you are off sick.

15.3. Where there is suspicion that fraudulent information has been provided in respect of a claim for SPL or ShPP, or where the University has been informed by HMRC that a fraudulent claim was made, the University will investigate the matter further in accordance with the University's Staff Disciplinary Procedure.

16. Returning to work after SPL

16.1. You will have been formally advised in writing by HR of the end date of any period of SPL. You will be expected to return to work on your next working day after this date. If you are unable to return to work due to sickness or injury, the University's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

16.2. If you wish to return to work earlier than the expected return date, you can provide a written notice to vary your SPL via a Period of Leave Notice form and must give the University at least eight weeks' notice of your early date of return. This will count as one of your three Period of Leave Notices (see section 9). If you have already used your maximum of three Period of Leave Notices to book and/or vary leave then the University does not have to accept the notice to return early, but may do if it is considered reasonably practicable.

16.3. On returning to work after SPL, you will be entitled to return to the same job if your aggregate statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less. The same job is the one you occupied immediately before commencing your leave (or the most recent period of SPL) on the same terms and conditions of employment as if you had not been absent.

16.4. If your maternity/paternity/adoption leave and SPL amounts to more than 26 weeks in aggregate, you are entitled to return to the same job you held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate on terms and conditions that are no less favourable.