



Shared Parental Leave FAQ

What will happen to my pension contributions?

The rules surrounding pensions whilst on shared parental leave are determined by the pension provider. You will need to contact your pension provider for more information.

Will my contractual benefits be continued?

Other than your remuneration, all other contractual benefits will remain unchanged throughout your shared parental leave.

If a colleague is the child's father or the mother's partner, they should consider using their two weeks' paternity leave before taking SPL. Once SPL is started any untaken paternity leave entitlement will be lost. SPL entitlement is additional to paternity leave entitlement and colleagues will lose any untaken paternity leave entitlement once they start a period of SPL. In the case of adoption, if a colleague's partner is taking adoption leave and/or claiming SAP, the colleague may be entitled to two weeks' paternity leave and pay and should consider using this before taking SPL as above.

What if we both work here?

If both parents work at NCG and meet the qualifying requirements, then there will be a joint entitlement. The parents will have to decide how to divide the leave entitlement once the birth mother/adopter has decided to curtail their maternity/adoption leave.

What if only one parent is eligible for SPL?

Sometimes only one parent will be eligible e.g. a self-employed parent will not be entitled to SPL themselves but they may still pass the employment and earnings test so their partner, if they are a colleague here, may still qualify.

Why can we only share 50 SPL weeks of leave and 37 weeks of SPL pay?

The first two weeks of maternity leave and adoption leave are compulsory for the birth mother and primary adopter to take. Therefore, only the remaining 50 weeks of leave and 37 weeks of pay can be shared between you and your spouse/partner.



What if I want to cancel my decision to end maternity or adoption leave?

You may be able to change your decision to end maternity or adoption leave early if both:

- the planned end date has not passed
- you have not already returned to work

One of the following must also apply:

- it's discovered during the 8-week notice period that neither you or your partner is eligible for either SPL or ShPP
- your partner has died
- it's less than 6 weeks after the birth (and the mother gave notice before the birth)

What if I am no longer responsible for caring for a child?

If you have booked SPL and your personal circumstances change so that you will no longer be responsible for caring for a child, your entitlement to SPL and ShPP will immediately cease and you must inform your manager.

If you have any SPL arranged within 8 weeks of your entitlement ceasing, your manager may still require that you take it as SPL. Any weeks of SPL arranged after 8 weeks of your entitlement ceasing will be cancelled by your manager.

What if my partner is no longer responsible for caring for my child?

If your personal circumstances change so your partner is no longer responsible for caring for a child, but you will be continuing to care for a child, then you will still be eligible to take SPL entitlement. If the other parent, who is no longer caring for the child had any SPL leave entitlement outstanding, you will only be able to transfer it into your own entitlement if you can get the signed agreement of the other parent to a notice confirming a variation of leave entitlement.

What if a parent dies during the child's first year?

If either parent dies and the other parent is taking, or is entitled to SPL then they will continue to be eligible. Any SPL that was due to be taken by the deceased parent may be transferred to the other parent if the other parent is eligible for SPL.

Should it be necessary for the other parent to take a further period of SPL or to vary pre-agreed leave then notice may be given as soon as is reasonably practicable if eight weeks' notice cannot be given. If you have already given three notices to take leave you will be able to submit one further notice to book/amend SPL.



Overview of Shared Parental Leave: Assessing eligibility

The continuity test

Do you have at least 26 weeks' continuous employment with NCG by the end of the qualifying week?
And will you still be employed by NCG in the week before the leave is to be taken



The employment and earning test

Has the other partner worked (in an employed or self-employed capacity) in at least 26* of the 66 weeks before the EWC and had an average weekly earnings of at least £30 during 13* of those weeks? *Please note, these weeks do not have to be continuous



If you are the child's mother, do you share the main responsibility for the care of the child with your partner?

If you are the mother's partner, do you share the main responsibility for the care of the child with the child's mother?

If you are the primary adopter, do you share the main responsibility for the care of the child with your partner?

If you are the primary adopter's partner, do you share the main responsibility for the care of the child with the primary adopter?



Are you entitled to maternity leave?

Is the child's mother entitled to maternity leave and or statutory maternity pay or maternity allowance?

Are you entitled to adoption leave?

Is the primary adopter entitled to adoption leave and adoption pay?



Have you ended or given notice to curtail your maternity leave?

Has the child's mother ended or given notice to curtail her maternity leave (or pay if she is not entitled to maternity leave)?

Have you ended or given notice to curtail your adoption leave?

Has the primary adopter ended or given notice to curtail their adoption leave (or pay if they're not entitled to adoption leave)?



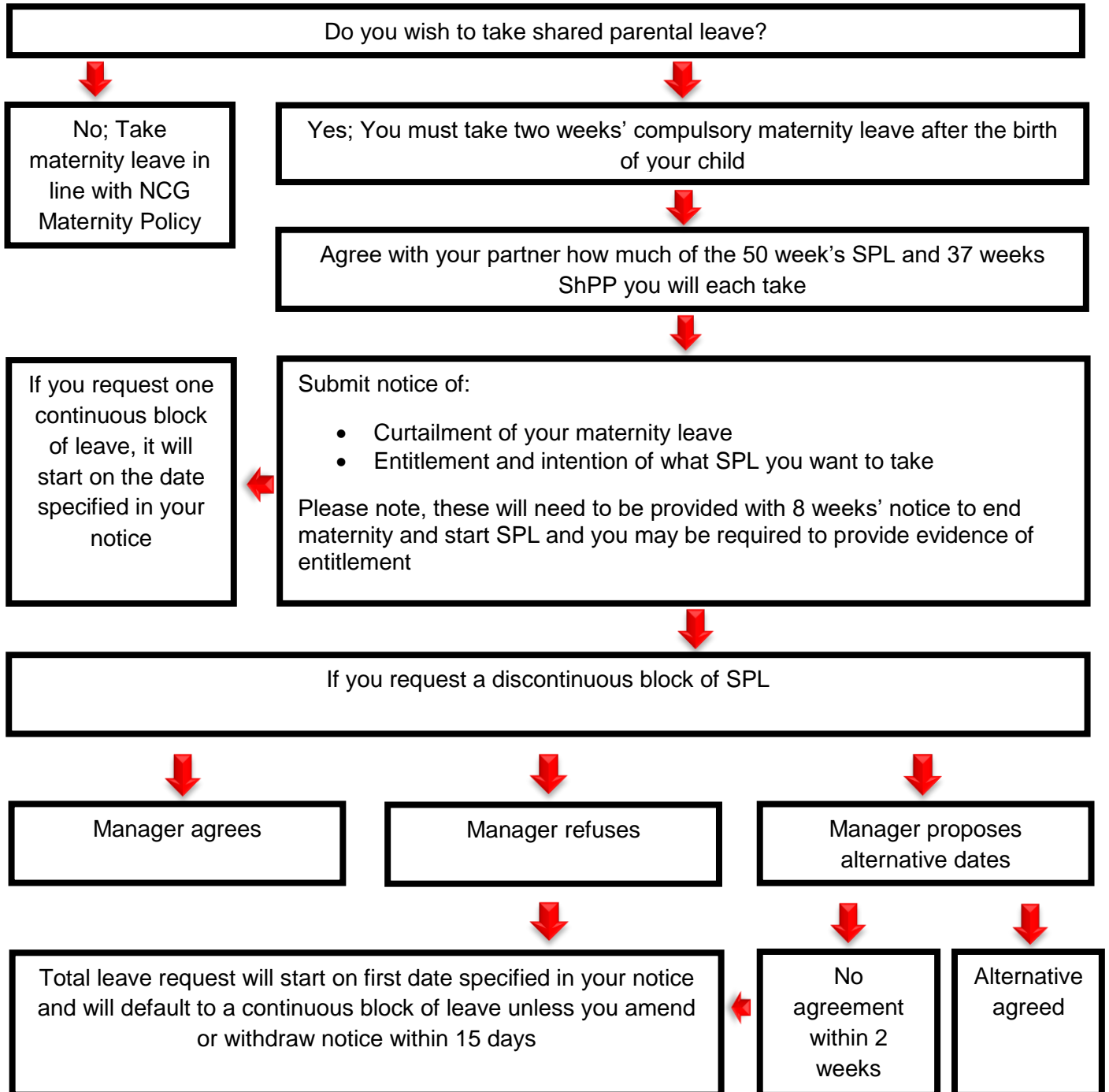
Have you given your employer a notice of entitlement and intention to take SPL?

Have you given NCG a notice of entitlement and intention to take SPL?

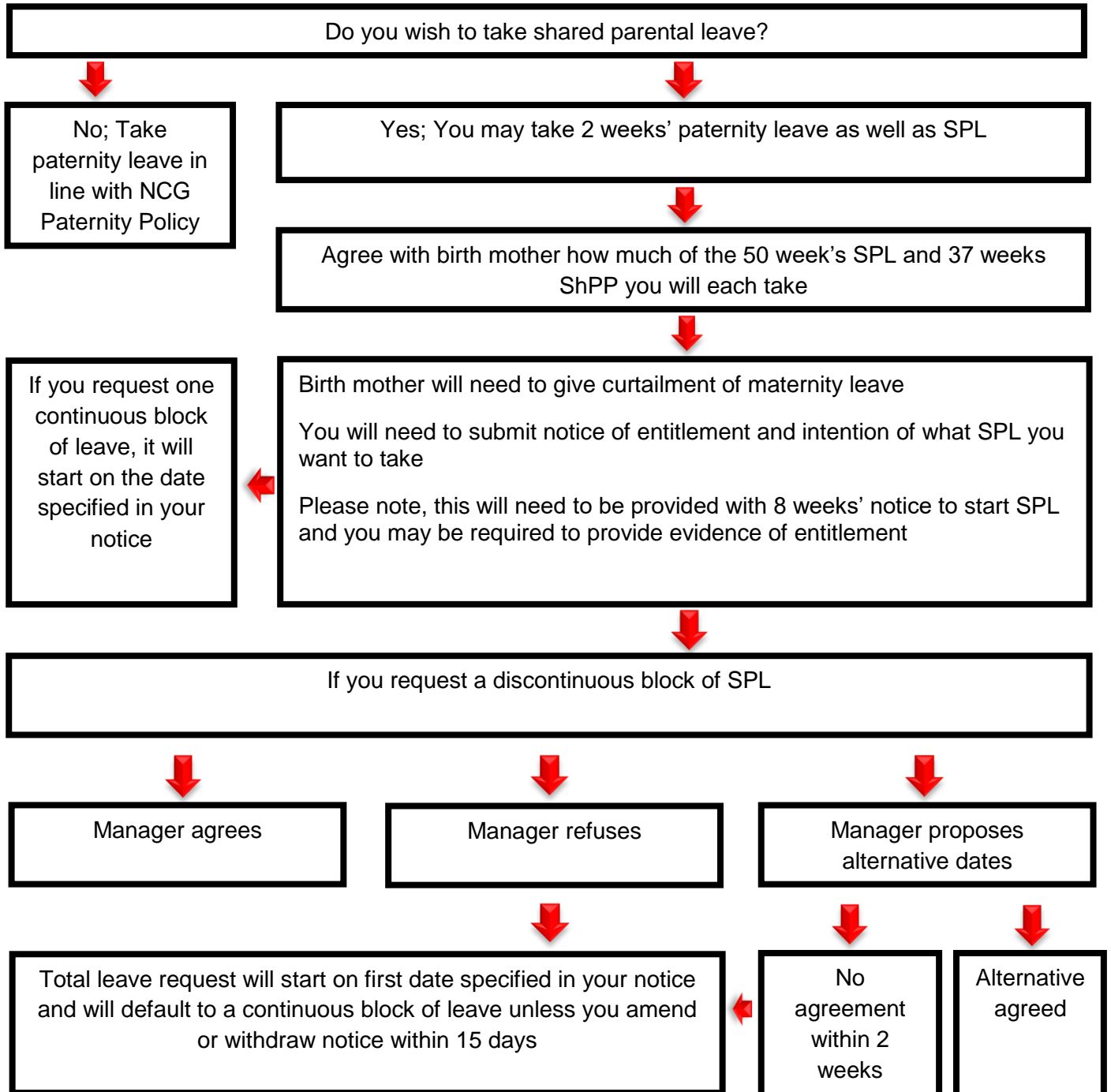


You are eligible for shared parental leave

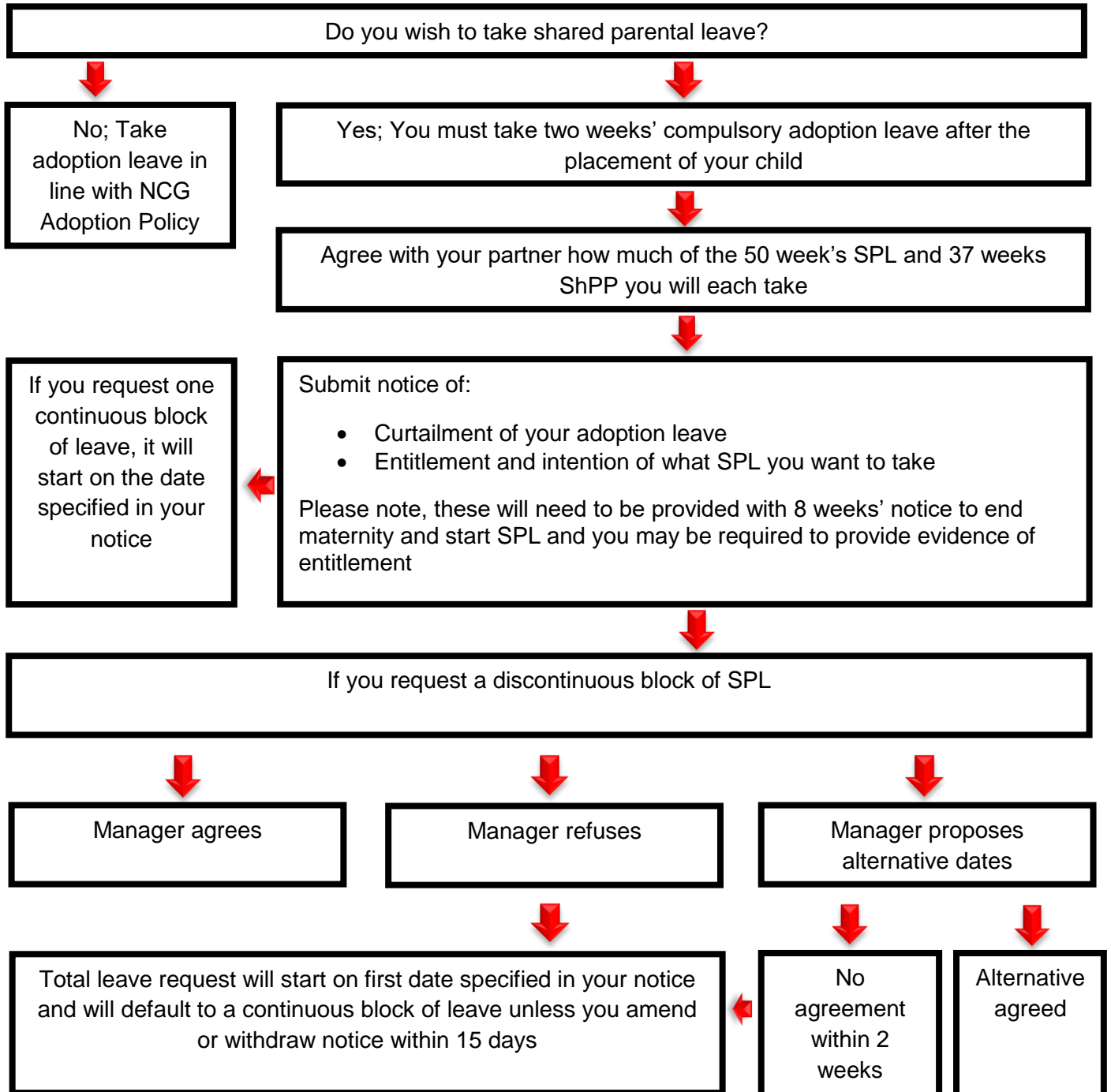
Overview of Shared Parental Leave: Process for birth mother



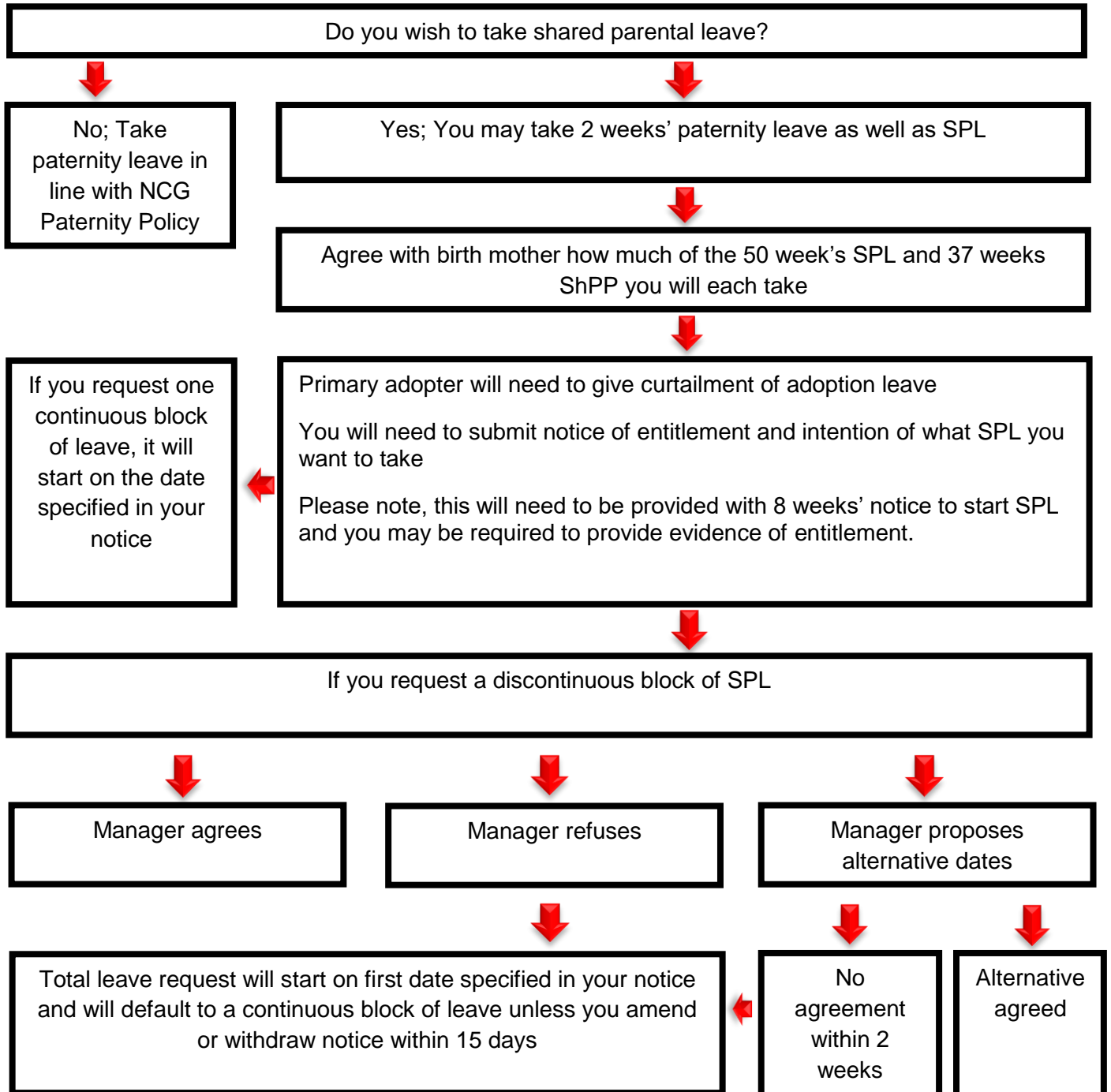
Overview of Shared Parental Leave: Process for birth partner



Overview of Shared Parental Leave: Process for primary adopter



Overview of Shared Parental Leave: Process for adopter's partner





Overview of Shared Parental Leave: Process for booking SPL

You must give 8 weeks' notice before the start of any SPL, setting out the start dates and end dates of the SPL you intend to take.



Where you have requested discontinuous periods of leave, your manager will meet with you to discuss the request.

Your manager can:

- Agree the request
- Refuse the request
- Propose alternative dates

Where you have requested one continuous block of leave, it will start on the date specified in your notice



Has your manager agreed your requested leave or agreed alternative dates with you?

Yes, did you withdraw notice before your manager agreed dates?

No, SPL starts on date in notice/ agreed dates



No, you may withdraw notice no later than the 15th day after it was given.

Have you withdrawn notice in the time allowed?

Yes, SPL does not take place and notice does not count towards the limit of 3



No, total amount of leave requested in original notice must be taken in one block.

You may notify your manager of the date you want SPL to start no later than the 18th day after the original notice was given; start date must not be less than 8 weeks after the original notice was given.

Have you notified your manager of start date in time allowed?

Yes, SPL starts on notified dates



No, SPL starts on date of first period of leave in original request