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| University of Edinburgh Logo, Navy and White ColourSPL Form 4A: Mother/Lead Adopter Booking NoticeDiscontinuous Periods of Shared Parental Leave |
| **Guidance** |
| If you are a Mother/Lead Adopter, you should complete this form to request **multiple blocks of leave, punctuated by periods of work** (e.g. 4 weeks SPL, 4 weeks at work, 4 weeks SPL). As outlined in Section 6 of the University Shared Parental Leave Policy, such a pattern of leave is required to be considered and authorised by your manager and could be refused. Therefore, please discuss this request with your line manager in the first instance. If approved, your manager will submit this form to HR via People and Money. Alternatively, as long as you do not exceed three separate blocks of leave, separate continuous leave booking notices (Form 3A) could be used for each of the separate blocks of leave. Please read the [Shared Parental Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information about SPL and the terms used.If you require this document in an alternative format please contact HR via email HRHelpline@ed.ac.uk.  |
| **Section 1: Employee Details (Mother/ Lead Adopter)** |
| Name |       |
| Employee Number  |       |
| **Section 2: Birth/Placement Details** |
| Birth or Adoption/Surrogacy |  |
| **Expected** or **actual** date of birth/placement (dd/mm/yyyy) |       |
| **Section 3: Leave and Pay Details – Booked/Taken Details** |
| Complete the details in line **B** to calculate the statutory entitlements received so far:

|  |  |  |
| --- | --- | --- |
|  | **Leave** | **Statutory Pay (ShPP only)\*\*** |
| 1. Total shared entitlement (weeks):
 | 52 | 39 |
|
| 1. Weeks already taken/booked by you and/or the person you are sharing leave with (this includes Maternity leave and previous SPL bookings):
 |    |    |
| 1. Remaining weeks available for SPL:
 | 52 | 39 |

\* Please speak to HR for more information regarding eligibility. All University employees are eligible for University enhanced pay, even if they are not eligible to receive statutory payments. If that applies to you, please disregard the Statutory Pay columnYou can be paid any unused weeks of enhanced maternity/adoption pay during your SPL. No combination of enhanced maternity pay and enhanced shared parental pay can exceed 18 weeks’ full pay. |

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| **Section 4: Leave Dates and Pay Options – Request Details** |
| Complete the table below to detail the pay arrangements for this booking period. Start and end dates must cover full weeks, i.e. blocks of 7 calendar days. Please add additional lines if needed. If you have any questions please contact your HR Team for assistance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date (dd/mm/yyyy)** | **End Date (dd/mm/yyyy)** | **Total number of weeks’ SPL** | **Pay category** (select relevant box) |
| **Full pay** | **Half pay** | **ShPP** | **Unpaid** |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       | 0 | [ ]  | [ ]  | [ ]  | [ ]  |
| **Total number of weeks\*\***: | 0 |  |

**\*\***Total number of weeks cannot exceed Remaining weeks available for SPL in Section 3. |
| **Section 5: Employee Signature** |
| Signature |       |
| Date (dd/mm/yyyy) |       |
| **Section 6: Manager Approval \*\*\*** |
| Signature:  |       |
| Job Title |       |
| Date (dd/mm/yyyy) |       |
| \*\*\* If the request cannot be approved, please refer to section 4.2 of the [Shared Parental Leave policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information. **On approval, Line Managers must attach this form to a Service Request using the category ‘Interim Form Shared Parental Leave’ within People and Money. HR will acknowledge receipt and confirm SPL arrangements to you directly, in writing.**  |