

# Flowchart: Process for taking Shared Parental Leave – Father/Partner

**Note:** Partner Leave is separate to Shared Parental Leave and can be taken before or after periods of Shared Parental Leave. You must ensure that there is no cross over in the dates requested for each period of leave.

SPL – in order to request SPL, the Mother/ Lead Adopter must curtail their maternity/ adoption leave.

The mother/ lead adopter must **first curtail their maternity/ adoption leave with their employer**. If they work for the University they must complete the SPL Curtailment and Entitlement form. Remember, they must take at least 2 weeks' maternity/adoption leave after the baby is born/ placed before SPL can begin.

**SPL Curtailment and Entitlement form**

Self declare your and your partner's entitlement to SPL by submitting the SPL Curtailment and Entitlement form to HR through People and Money at least 8 weeks ahead of any leave you intend to take. HR will be in touch to confirm when you can book your leave in People and Money.

Continuous or Discontinuous Leave?

**Continuous**

**Discontinuous**

**SPL Form 3B Continuous Booking Notice Father/Partner**

Book your leave dates by completing SPL Form 3B Father/Partner Booking Notice Single Continuous Period and sending to HR via Service Request in People and Money at least 8 weeks ahead of the leave start date.

Book your leave dates by completing SPL Form 4B Father/Partner Booking Notice Discontinuous Periods and sending to HR via Service Request in People and Money at least 8 weeks ahead of the leave start date.

**SPL Form 4B Discontinuous Booking Notice Father/Partner**

**Not Approved**

Your manager will arrange a meeting with you to discuss alternative options.

**Approved**

A written confirmation letter will be sent within 2 weeks

**\*Optional step – varying or cancelling a booking**  
To vary or cancel the booking submit SPL Form 5 Varying/ Cancelling Booked Shared Parental Leave via an SR in People and Money

**SPL Form 5 Varying/ Cancelling Booked Shared Parental Leave**