

Glasgow Life

Employee guide to Shared Parental Leave

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Contents

Introduction.....	3
What can be shared?.....	3
How could SPL be shared?.....	3
Example 1 – Mother (our employee) and partner (other organisation)	4
Am I eligible?	5
How can I use Shared Parental Leave?.....	5
Example 2 – partner (our employee), mother (other organisation)	5
How do I request SPL?.....	6
Evidence of eligibility.....	6
Cancelling or varying booked SPL.....	7
Change in circumstances	7
Whilst you're on leave.....	7
Contact	7
'SPLIT' days	7
Bereavement.....	9
24-hour confidential help and support.....	9
Fraudulent claims	9
Terms and conditions during SPL	9

Introduction

If you are pregnant, adopting or expecting a child, we want to support you as much as we can.

One of the benefits available to you is Shared Parental Leave (SPL).

SPL enables eligible parents to choose how to share the care of their child during the first year of the child's birth or placement for adoption. Eligible expecting parents or adopters can end their maternity or adoption leave and/or pay early and share the remaining leave and pay with their partner.

You could be eligible for SPL if you are:

- Having a baby
- Using a surrogate to have a baby
- Adopting a baby
- Fostering a child who you are planning to adopt

What can be shared?

The mother must take the first two weeks following the child's birth/placement for adoption as maternity/adoption leave. This means that up to a maximum of 50 weeks leave and 37 weeks pay can be shared as follows:

Leave	Pay
Up to 50 weeks	4 weeks at 90% full pay
	33 weeks at 50% full pay + Shared Parental Pay*
	13 weeks unpaid leave

*The amount of ShPP available is calculated by reducing the maximum 37 weeks' maternity/adoption pay entitlement by the number of weeks already taken.

In practice, it is likely that the maternity/adoption leave will have already started before the child is born/placed. This means that there would be less pay and leave remaining to be shared between the mother and their partner.

How could SPL be shared?

The mother could choose to curtail their maternity leave to allow their partner to take SPL while they continue on their reduced maternity/adoption leave. This is illustrated on page 3 (example 1). The mother could also choose to curtail their leave and return to work, enabling their partner to use the remaining leave as SPL (see example 2 on page 6).

Example 1 – Mother (our employee) and partner (other organisation)

Kim, a Glasgow Life Assistant at Glasgow Life, and her partner, John, who works in a call center, want to opt into the SPL scheme. John's employer pays statutory pay for both paternity leave and SPL.

Kim chooses to curtail her maternity leave by 3 weeks so that John can take 3 weeks' SPL after his paternity leave, which he is taking immediately following the birth of their child.

In this example, only John takes SPL because Kim decides to stay on maternity leave and reduce it by 3 weeks.

What this means for both Kim and John is shown below:

Kim		John	
Leave	Pay	Leave	Pay
Starts 4 weeks maternity leave	Paid at 90% of full pay	Remains at work	
Child is born			
Mandatory maternity leave	2 weeks paid at 90% of full pay	2 weeks paternity pay	Statutory paternity pay
Continues maternity leave	3 weeks at 50% of full pay plus Statutory Maternity Pay	3 weeks Shared Parental Leave	Statutory Shared Parental Leave pay
12 weeks paid leave used at this stage			
40 weeks maternity leave entitlement remaining	27 weeks at 50% of full pay plus Statutory Maternity Pay. 13 weeks unpaid leave.	Returns to work	
Returns to work			

Am I eligible?

There are certain eligibility requirements to qualify for SPL that the mother and partner both individually and together must meet.

You must both share the main responsibility for the care of the child. You must both also comply with the notice and declaration requirements.

If you are the mother, you:

- have 26 continuous service 15 weeks prior to your EWC if you are pregnant or for adoption, your placement date. You must also still be in employment 1 week before each period of SPL.
- are eligible for maternity/adoption leave
- have curtailed or given notice to reduce your maternity/adoption leave.

To qualify for Shared parental leave pay, you must also qualify for statutory maternity/adoption pay allowance. You must also have curtailed or given notice to reduce your maternity/adoption pay.

If you are the partner, you:

- have earned an average of at least £30 per week in any 13 weeks, in 66 weeks leading up to the baby's expected due date/matching date

How can I use Shared Parental Leave?

If you are eligible for Shared Parental Leave, you can take this in up to 3 separate blocks of leave. The minimum period of leave you can take in each block is 1 week. You must give your manager at least 8 weeks' notice before you can take any period of SPL but it could be a good idea to speak to your manager about your plans as soon as possible so they can ensure to support you with your plan.

If you are eligible, you can stop and start your SPL and return to work between periods of leave. The leave can be taken separately or at the same time.

Example 2 – partner (our employee), mother (other organisation)

Greg, a Glasgow Life Assistant in Sports operation, and his partner Magda, who works as an estate agent, want to opt into the SPL scheme.

Magda's employer pays 90% of full pay for the first 26 weeks of maternity leave, followed by 13 weeks SMP. Magda intends to return to work after 26 weeks maternity leave.

Greg notifies us that he wants to take 2 weeks' SPL immediately after his paternity leave, which he intends to take as soon as their child is born.

He also gives us a second notice that he wishes to take a further period of 6 weeks SPL once his partner has returned to work to help with childcare arrangements.

What this means for both Greg and Magda is shown below:

Greg		Magda	
Leave	Pay	Leave	Pay
At work		Starts maternity leave	4 weeks at 90% full pay
Child is born			
2 weeks paternity leave	Full pay	Mandatory maternity leave	2 weeks at 90% full pay
2 weeks Shared Parental Leave	50% of full pay plus SSPP	Maternity leave continues	20 weeks at 90% full pay
28 weeks paid leave used at this stage			
6 weeks Shared Parental Leave	50% of full pay	Returns to work	
Returns to work			
The couple have the option to opt in to Shared Parental Leave again as there is still 18 weeks of the leave period remaining that could be shared. The first 5 of these weeks would be eligible to be paid.			

How do I request SPL?

The process to request Shared Parental Leave is different if you are the expecting parent to the child or the partner.

Mother

If you are a mother who wants to opt in to SPL, you should complete and submit:

- the **notice to curtail maternity/adoption leave form** to your manager at least 8 weeks before the date you want your maternity/adoption leave to end; along with
- the **notice of entitlement and intention to take SPL form**, indicating what SPL you want to share and any leave dates.

You must then submit the [notice to take a period of SPL form](#) at least 8 weeks before the start of the period of leave you want to request.

Partner

If you are the partner of the mother and want to take SPL, you should complete and submit:

- the [notice of entitlement and intention to take SPL form](#) to your manager at least 8 weeks before you want the first period of SPL to start, indicating what SPL you want to share and any leave dates.
- The [notice to take a period of SPL form](#) at least 8 weeks before the start of the period of leave you wish to request.

Once you have submitted your request to your line manager, they will respond to you within 14 days.

Evidence of eligibility

SPL and pay are granted based on the information and declarations you and your partners provide and if needed,

we may contact the partners' employers to clarify any of this information.

Cancelling or varying booked SPL

Situations may arise where you need to vary or cancel a period of booked leave. If this happens, you should let your manager know as soon as possible (with 8 weeks written notice) using the [notice to cancel or vary a period of SPL form](#), making clear what change you are seeking. A notice to vary booked SPL will count towards the maximum of 3 periods of leave notices that an employee is able to submit.

Change in circumstances

If your change in circumstances means that you no longer have responsibility for caring for a child you should let us know as your entitlement to SPL and SSPP would end.

Whilst you're on leave

Contact

While you are on SPL, we'll keep in touch with you. As well as finding out how you and your child(ren) are doing, we feel it's important to let you know what's happening here at Glasgow Life. That doesn't mean bombarding you with all sorts of information, but instead, just the things that we think you'd like, or you need, to know more about.

These could include, for example:

- The latest newsletters;
- Notes from important team or Service briefings;
- Any plans which may affect your work;
- Invitations to team events;

It's likely that we'll use different ways to keep in touch with you – such as phone calls, letters, e-mails, informal workplace visits, and even Glasgow Life's website.

'SPLIT' days

We'd also like you to keep in touch with us while you are on SPL. You may be offered the chance to work up to 20 SPLIT days (pro-rata for part-time employees) before you fully return to work, as agreed with your manager.

SPLIT days are optional and can ease your return to work, helping you keep up-to-date with what's happening in your team and Service. You can arrange your 'SPLIT' days to suit you, but you should agree them in advance with your manager, either by phone or letter. It's best to give at least 1–2 weeks' notice, to allow your manager to make the necessary arrangements and confirm that the dates are ok.

Sometimes, your manager may ask you to come into work for a 'SPLIT' day, perhaps linked to a special briefing, meeting, or team event. If this happens, they should try to give you at least 2–3 weeks' notice. You should confirm that you're available to attend on the day(s) requested, as we recognise that you'll need to make childcare arrangements in these circumstances.

We are also supportive to the needs of any breastfeeding/chestfeeding employees, who have agreed to attend work for a 'KIT' day. Either you or your manager can change the arrangements for 'KIT' days, but it's best to give as much notice as possible.

Bereavement

In the tragic and sad event that your child sadly dies within the first year, you will still be entitled to take SPL if they had already opted in. Talk to your manager, when you can, to let them know about the circumstances, and when you might feel up to returning to work.

Glasgow life also has provisions in place for Parental Bereavement Leave, information about this can be found in our [Conditions of Service – Leave](#) on the Colleague information pages.

24-hour confidential help and support

Whatever happens during your SPL, and however you feel, you can always talk to someone.

PAM Assist is an Employee Assistance Service, available 24-hours a day, every day. It's totally independent, with trained counsellors available to listen to, and help, you. Your partner and family can also use the service. You can contact PAM Assist on 0800 247 1100 via phone or download their app pam-assist on your smart phone using the organisation code GCC.

Fraudulent claims

Where we believe that a claim may be fraudulent, this will be investigated in line with our disciplinary procedures.

Terms and conditions during SPL

All other terms and conditions as referred to in our [maternity/adoption leave](#) provisions apply during a period of SPL.