

Glasgow Life

Manager guide to Shared Parental Leave

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Introduction

By having flexible working practices in place we support the needs of our employees by enabling them to combine their work and family responsibilities.

As a family friendly employer, we have a range of policies in place to help our employees balance their work and home life. This includes a generous maternity and adoption leave and pay provisions, time off to care for dependents and shared parental leave and pay. You can find all of our benefits on the [colleague information pages](#).

For ease, we'll use these key terms and short forms in this guide:

- **Mother:** the person who gives birth to a child.
- **Adopter:** the person who is eligible for adoption leave and/or pay, regardless of gender.
- **Partner:** the child's biological parent or the partner of the person who is adopting or expecting the child. This can include a spouse, civil partner, or someone in a permanent relationship with the pregnant or adopting individual.
- **Continuous leave:** a period of leave that is taken in one block e.g. four weeks leave.
- **Curtail:** where an eligible mother brings their maternity/adoption leave and if appropriate pay or allowance entitlement to an end early.
- **Expected Week of Childbirth (EWC):** this is the week in which the child is expected to be born.
- **Matching date:** the date the adopter is told that they have been match with a child for adoption
- **Placement date:** the date the child starts living with the adopter permanently.
- **SSPP:** statutory shared parental pay.
- **ESPP:** enhanced shared parental pay.
- **ShPP:** shared parental pay
- **SMP:** statutory maternity pay.
- **SPLIT day:** Shared Parental Leave in Touch Day.

What is Shared Parental Leave (SPL)

Shared parental leave (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 employees can end their maternity or adoption leave and/or pay early and share the remaining leave and pay with their partner.

Employees could be eligible for SPL if they 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 + ShPP*
	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, and their partner, John, want to opt into the SPL scheme. John's employer pays statutory pay for both paternity leave and SPL.

Kim chooses to curtail their 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.

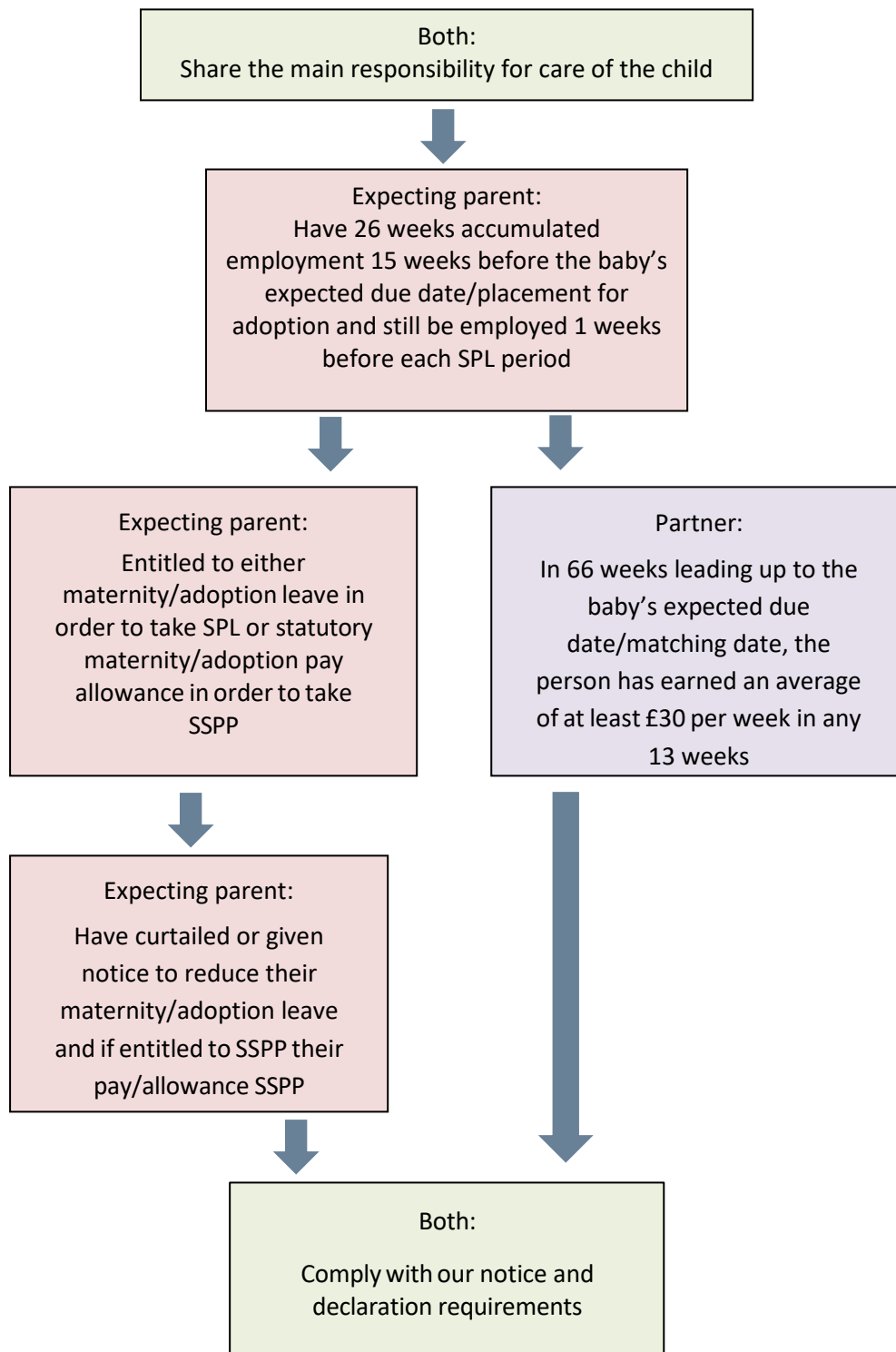
In this example, only John takes SPL because Kim decides to stay on maternity leave and reduce it by 3 weeks.

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			

Eligibility Requirements

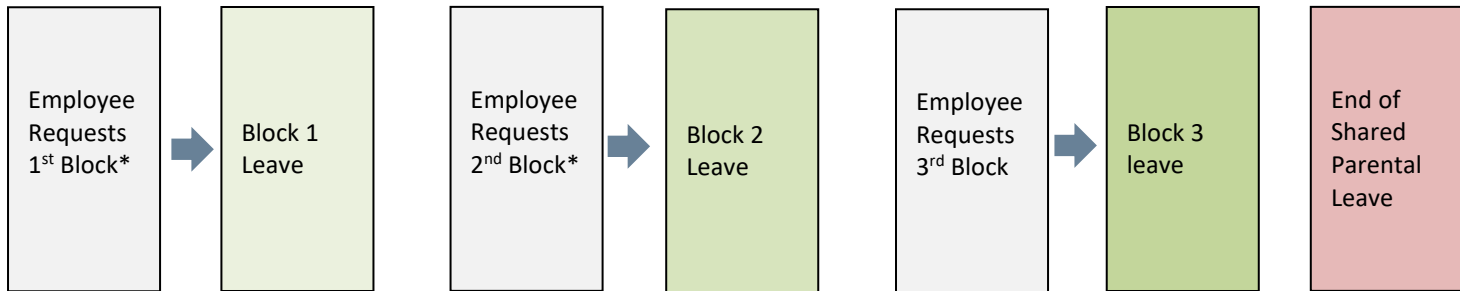
There are certain eligibility requirements to qualify for SPL that the mother and partner both individually and together must meet, as outlined below. The example relates to a mother and partner looking to take SPL.



Blocks of leave

Eligible employees can request up to 3 separate blocks of SPL. The minimum period of leave in one block must be one week. Employees must give their manager at least 8 weeks' notice before they can take any period of SPL.

Employees should discuss their intentions for leave with their manager at each stage. The process is summarised below:



**** 8 weeks' notice required***

Eligible employees can stop and start their SPL and return to work between periods of leave. The leave can be taken separately or at the same time.

This is illustrated in example 2, where the mother curtails their leave and returns to work, enabling their partner to use the remaining leave as SPL.

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

Greg, a Glasgow Life Assistant, and their 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.			

Notification

If your team member informs you that they want to take SPL, you should share the Employee guide to **Shared Parental Leave** and ensure they are aware of what forms should be submitted and when.

Mothers wishing to opt in to SPL should complete and submit the below documents to their manager:

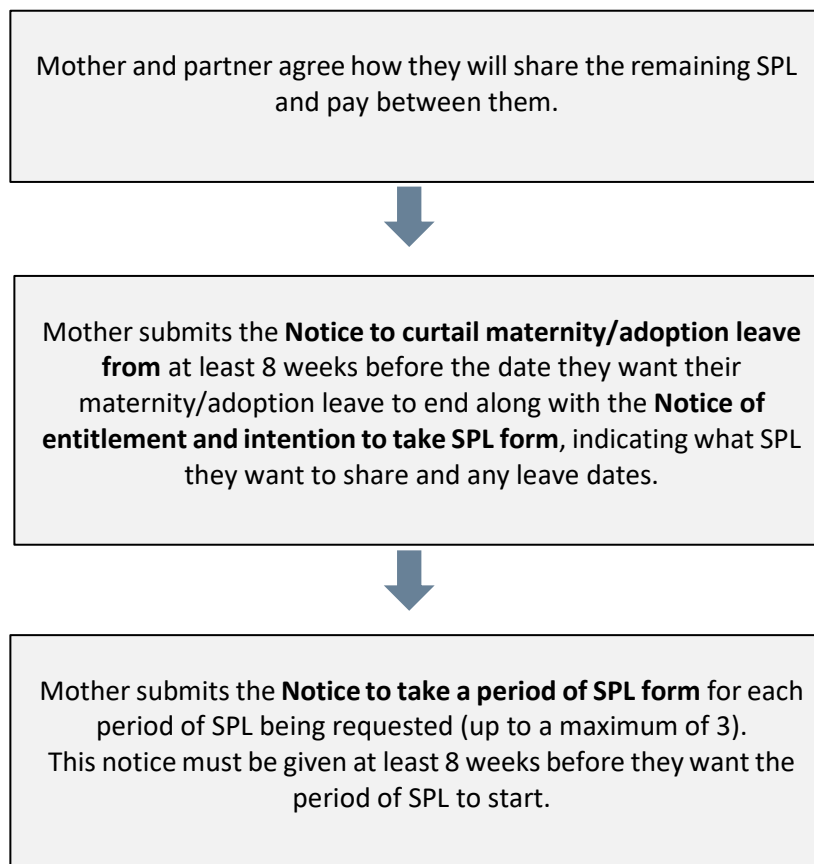
- the **notice to curtail maternity/adoption leave form** to their manager at least 8 weeks before the date they want their maternity/adoption leave to end; along with
- the **notice of entitlement and intention to take SPL form**, indicating what SPL they want to share and any leave dates.

The mother must then submit the **notice to take a period of SPL form** at least 8 weeks before the start of the period of leave they wish to request.

You should scan and email copies of these documents to CBS Service HR (cbsservicehr@glasgow.gov.uk), the form will be kept in the employees electronic personnel file.

The process for mothers is summarised below.

Process – Mother



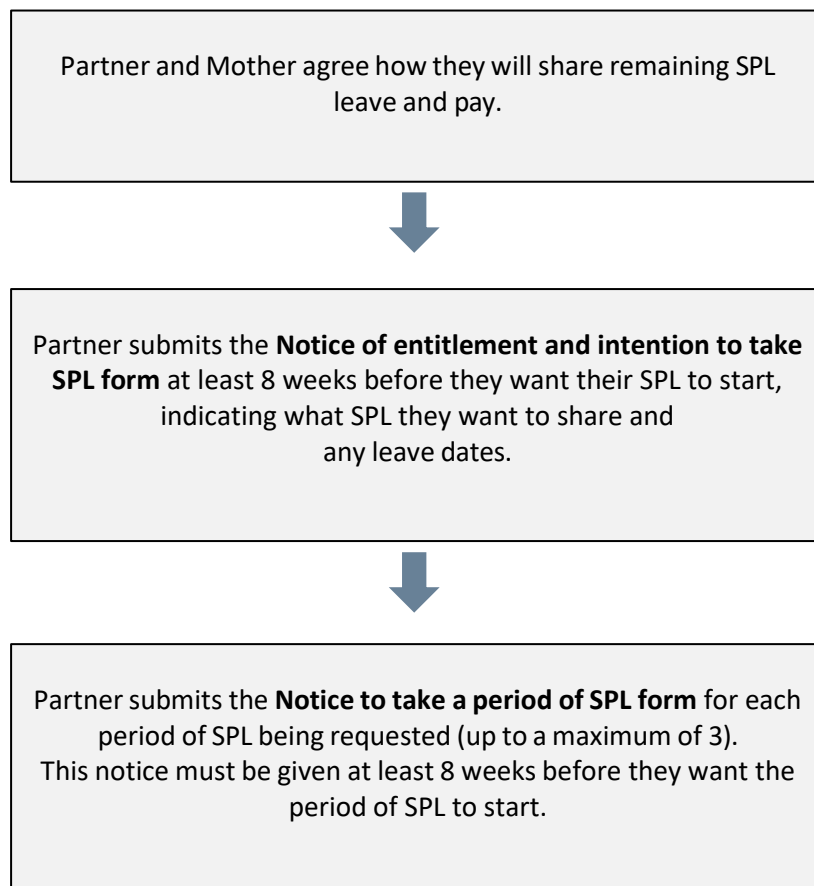
Partners wishing to opt in to SPL should complete and submit

- the [notice of entitlement and intention to take SPL form](#) to their manager at least 8 weeks before they want the first period of SPL to start, indicating what SPL they 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 they wish to request.

You should scan and email copies of these documents to CBS Service HR (cbsservicehr@glasgow.gov.uk), the form will be kept in the employee's electronic personnel file.

The process for partners is summarised below.

Process – partners



Evidence of eligibility

SPL and pay are granted based on the information and declarations employees and their partners provide. We reserve the right to contact partners' employers to clarify any of this information.

Responding to requests for SPL

Once the request has been received, you should respond to the employee within 14 days.

Considerations during SPL

Contact

Reasonable contact will be made with the employee during SPL. What constitutes 'reasonable' may be different between individuals and it's important to determine this prior to the SPL commencing. During your contact, you may want to discuss their plans for their return to work or any special arrangements or training required. More information about what you may want to share can be found in **Managers guide to Maternity & Adoption Leave & Pay** under 'Making Contact'.

You should ensure that the contact information you have on file is correct.

SPLIT days

The employee may be offered the chance to work up to 20 SPLIT days (pro-rata for part-time employees) before they fully return to work, as agreed with their manager. These days are in addition to the 10 KIT days available to those on Maternity and Adoption leave. SPLIT days are optional and can ease the employee's return to work, keeping them up-to-date with what's happening in their team and Service. The employee will receive payment for each SPLIT day.

Cancelling or varying booked SPL

Situations may arise where an employee may need to vary or cancel a period of booked leave. An employee should give 8 weeks written notice of this using the [notice to cancel or vary a period of SPL form](#), making clear what change they 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

Employees who have booked SPL are required to tell us of any change in circumstances which means that they no longer have responsibility for caring for a child as their entitlement to both SPL and SSPP will end.

Where a child sadly dies within the first year, the employee will still be entitled to take SPL if they had already opted in. An employee who is absent on SPL may cancel agreed SPL and return or vary the end date of the period of SPL by giving 8 weeks' notice of their return.

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.

Useful Information

You may find it helpful to have a look at the following information, which is available on the Glasgow Life colleague information pages: <https://www.glasgowlife.org.uk/about-us/colleague-information>

Maternity and Adoption Policy

This can be found on our colleague information pages HR A-Z > [Maternity, Paternity and Shared Parental Leave](#)

Shared Parental Leave Policy

This can be found on our colleague information pages HR A-Z > [Maternity, Paternity and Shared Parental Leave](#)

Conditions of Service – Leave

This can be found on our colleague information pages HR A-Z > [Leave](#)

Flexible Working

This can be found on our colleague information pages HR A-Z > [Flexible Working](#)

Employee Assistance

This can be found on our colleague information pages HR A-Z > [Employee Assistance Programme](#)