

# Shared Parental Leave (SPL) Opt-In Form – Confidential

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| **Personal Details** | |
| Name: |  |
| Area and Directorate / School: |  |

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| **Maternity Leave Details** | |
| The expected week of childbirth/ date of placement for adoption is: |  |
| *In adoption cases*, the date on which I was notified of having been matched with the child  is: |  |
| *In surrogacy cases*, if a parental order has  been granted, the date on which it was granted is: |  |
| Start and End Dates of any Maternity / Adoption Leave taken in respect of the child  (either by you or your partner) | Start: |
| End: |
| Start and End Dates of any Maternity / Adoption Pay or Maternity Allowance taken in  respect of the child (either by you or your partner: | Start: |
| End: |

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| **SPL Details** | | |
| The total amount of SPL available to me and my partner is (maximum  amount 50 weeks): |  | |
| The total amount of Shared Parental Pay (SPP) available to me and my partner is (maximum amount 37  weeks): |  | |
| Total amount of SPL you and your partner intend to take: | Employee: | week(s) |
| Partner: | week(s) |
| Total amount of SPP you and your partner intend to claim: | Employee: | week(s) |
| Partner: | week(s) |
| Please provide details of your proposed pattern and dates of SPL and SPP here. *Please note that the proposed pattern of leave in this Opt-In form is not binding. You must also submit a Period of Leave Notice*  *setting out your actual leave pattern, as the information contained in this section does not constitute a Period of Leave Notice.* |  | |

**Declaration**

Please sign this form declaring that you meet the criteria as noted below.

I declare that:

* I am the mother or birth parent / adopter of the child. I am entitled to maternity/adoption leave and intend to curtail my rights to such leave and pay as set out above

**OR**

* I am the father of the child or spouse / civil partner / partner of the mother / adopter. My partner is entitled to maternity/adoption leave or pay or maternity allowance and intends to curtail their rights to such leave or pay as set out above.
* I have or will have average weekly earnings of not less than the lower earnings limit for national insurance contributions in the period of eight weeks leading up to
  + in birth cases, the end of the fifteenth week before the expected week of childbirth or
  + in adoption cases, the week the adoption agency notified me or my partner that I/they have been matched with a child for adoption.
* My partner has or will have in the 66 weeks leading up to the child’s expected due date/matching date worked for at least 26 weeks and earned an average of at least the minimum set by the Government[[1]](#footnote-1) in total across any 13 of the 66 weeks.

**If you are an intended parent in a surrogacy arrangement who has not obtained a parental order in respect of the child only:**

* I have applied for, or intend to apply, under section 54 of the Human Fertilisation and Embryology Act 2008 with another person for a parental order in respect of the child within the time limit for making such an application and I expect the court to make a parental order on that application in respect of the child.
* My partner and I have the main responsibility for the care of the child, and I intend to care for my child in any week where Statutory Shared Parental Pay is due.
* If I cease to be eligible for Shared Parental Leave or Pay, I will immediately inform the University.
* I have enclosed a declaration from my partner with this Opt-In Form.
* I intend to return to work after SPL.

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| **Signed (employee)** |  |
| **Date** |  |
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**Applications should be completed and sent to** [**HR helpdesk**](https://enzj-odcsvbcs-05041720-5140-oracleexpert.builder.ocp.oraclecloud.com/ic/builder/rt/dcs/1.0/webApps/dcs/) **at least eight weeks before any period of SPL or SPP is proposed to begin along with a Partner Declaration Form. Please note that to be eligible for SPL you will also need to submit a Shared Parental Leave (SPL) Period of Leave Notice at least eight weeks before any period of SPL or SPP is proposed to begin.**

1. <https://www.gov.uk/shared-parental-leave-and-pay> [↑](#footnote-ref-1)