Flowchart: Process for taking Shared Parental Leave (SPL) if you are the Father/Partner of the Mother or Primary Adopter Do you wish to take SPL? Mother/Primary Adopter must If you wish, you Consider taking 2 take 2 weeks' compulsory can take 2 weeks' weeks' paternity maternity/adoption leave paternity leave leave before any (within 56 days of period of SPL as birth/adoption) paternity leave Agree with your partner how and pay are lost much of the 50 weeks' SPL and 37 once SPL has weeks' pay each will take been taken Step 1 Mother/Primary Adopter ends their leave and pay in line with their employer's procedures HR will **Step 2** Complete Form 4 (Notification of confirm receipt Intention to take of Shared Parental Leave - request confirmation of the end of maternity/adoption leave from partner of Mother/Primary Adopter); send Mother/primary adopter's employer form HR at least 8 weeks before the start of request confirmation of entitlement to SPL from Mother/primary your first intended period of SPL adopter's employer Complete Form 5(Notification of Inten-Complete Form 5 (Notification of Step 3 Decide how tion to take of Shared Parental Leave Intention to take of Shared Parental you wish to pattern Single block of leave < Multiple blocks of leave → (partner of Mother Primary Adopter) and Leave (partner of Mother Primary and request your send HR, at least 8 weeks ahead of leave Adopter) and send HR, at least 8 leave start date weeks ahead of leave start date HR will confirm leave Can requested start and end dates pattern of leave be and pay accommodated? Line manager will arrange Withdraw your original for you to meet and discuss request within 2 weeks the requested pattern of of submission and resubleave and explore alternamit, if wish, as separate tive arrangements continuous leave requests HR will confirm leave Alternative Pattern start and end dates and agreed within 2-week pay in line with agreed discussion window? pattern NO Take the total number of weeks Withdraw your original leave requested as one continurequest ous block of leave -(which will automatically start on 1st day of 1st period of leave originally requested, unless you HR will confirm leave request a later start date within start and end dates and 19 days of submission of Form 5 pay in line with agreed pattern