

## SHARED PARENTAL LEAVE

August 2017

Shared parental leave is a type of family leave to give eligible parents more flexibility in how they care for their child in the first year of birth or adoption.

### What is Shared parental leave and statutory Shared parental pay?

- Mothers/primary adopters can choose to reduce their maternity/adoption leave and statutory pay, so they can share the amount that is left with their partner as Shared parental leave.
- Up to 50 weeks of the maternity/adoption leave and 37 weeks statutory pay can be shared.
- You can take a minimum of one week and a maximum of 50 weeks Shared parental leave. The amount of leave and pay available to eligible parents will depend on how much maternity/adoption leave the mother/adopter takes.
- Shared parental leave must be taken before the child's first birthday/first anniversary of placement for adoption.
- Shared parental leave must be taken in blocks of a week, but can be requested to be taken in more than one block (see Discontinuous leave below).
- You can agree to work up to 20 'keeping in touch' days during Shared parental leave.
- Please note: mothers/adopters eligible for Royal Mail enhanced maternity/adoption pay who transfer to Shared parental leave before the end of their period of enhanced pay will lose any remaining enhanced pay.



### Who is eligible for Shared parental leave?

There are a number of requirements you and your partner must meet to be eligible for Shared parental leave and statutory pay. The Shared parental leave policy and guide have the full details.

- You must have worked for Royal Mail for 26 weeks and still be employed when Shared parental leave is taken.
- Mothers/primary adopters must be entitled to maternity/adoption leave and/or statutory maternity/adoption pay or maternity allowance.
- You and your partner must share the main responsibility for caring for your child.



### Want to know more?

More information is available in the Shared parental leave policy and guide. This includes examples of how Shared parental leave and Shared parental pay can be taken. For more details ask your manager for copies, available on the Policy and Information site on PSP.

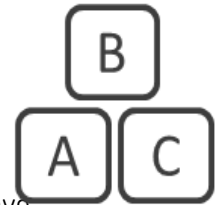
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### Different ways Shared parental leave can be taken

Parents can choose to take the leave:

- At the same time while the mother/adopter is still on maternity/adoption leave; or
- At the same time with both parents on Shared parental leave; or
- Separately with one parent going back to work and the other taking Shared parental leave



There are two types of Shared parental leave:

- **Continuous leave:** You can take the leave in one block (e.g. 20 consecutive weeks). Managers must approve all requests.
- **Discontinuous leave:** You can take the leave over 2 or more periods while going back to work in between. This needs your managers' approval.

### Before you decide if Shared parental leave is best option for your family, consider the following questions:

- Do both you and your partner qualify for Shared parental leave ?
- How do you want to share the caring arrangements of your child?
- Do you or your partner have enhanced maternity/adoption pay? If so, would this provide more financial support if the mother/adopter remains on maternity/adoption leave until their enhanced maternity/adoption pay comes to and end?
- Which parent earns the higher salary?
- How would your family's financial situation be impacted if either you or your partner was on Shared parental leave ?
- Consider other types of family leave, such as Ordinary parental leave and flexible working.
- How much annual holiday does each parent have? Would taking a period of paid holiday be more beneficial?

### How to request Shared parental leave

- Use the Shared parental leave request form to request the leave.
- You can make up to three requests to take Shared parental leave.
- Give your manager at least eight weeks' notice for each period of leave you request.



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