



SHARED PARENTAL LEAVE POLICY FOR EMPLOYEES

Document history

Notes of changes	Version No.	Date of approval and adoption
Shared Parental Leave Policy	1	6 th December 2023
Revised - Changed to reflect new amount for Statutory Shared Parental Pay.	2	5 th April 2025
Revised - Changed to reflect new amount for Statutory Shared Parental Pay.	3	11 th April 2026

**THIS SHARED PARENTAL LEAVE POLICY FOR EMPLOYEES IS PUBLISHED AS
APPROVED BY CUMBRIA ASSOCIATION OF LOCAL COUNCILS IN APRIL 2026**



Scope

This Shared Parental Leave is applicable for all CALC employees. In the case of the Chief Officer Shared Parental Leave will be managed by the Chair.

Introduction

Shared Parental Leave gives parents flexibility to share the care of their child in the first year. Eligible parents sharing responsibility for a child can access Shared Parental Leave in the first year after:

- The birth of their child
- Adopting a child
- Getting a parental order if they had a child through surrogacy

There are some important things that employees need to know and do to help CALC make all the arrangements for Shared Parental Leave and pay. CALC acknowledges the importance of using inclusive language and where possible we have used 'gender neutral language' to ensure inclusivity for our LGBTQ+ parents.

Qualifying for Shared Parental Leave

If an employee qualifies and chooses to opt in to Shared Parental Leave, they or their partner/baby's pregnant parent will need to end their Maternity/Pregnant Parent Leave or Adoption Leave.

Please note the pregnant parent has to take at least two weeks' Maternity/Pregnant Parent Leave immediately after the baby is born. If adopting, the Primary Adopter has to take two weeks' Adoption Leave immediately following the child's placement (or if adopting through fostering to adopt/concurrent planning, immediately following the adoption placement order being granted, if the employee or their partner delayed starting Adoption Leave until then). The employee can then share the remaining 50 weeks' leave and 37 weeks' pay between the employee and their partner.

All Shared Parental Leave by must be taken by the child's first birthday or within 52 weeks of the child being placed with the employee for adoption (or if adopting through fostering to adopt/concurrent planning, within 52 weeks of the adoption placement order being granted, if the employee or their partner delayed starting Adoption Leave until then).

An employee can take Shared Parental Leave if they have already taken Paternity/Non-Pregnant Parent Leave, but once an employee starts to take Shared



Parental Leave, they won't then be able to take Paternity/Non-Pregnant Parent Leave.

How to qualify?

To qualify for Shared Parental Leave an employee must:

- have worked for CALC for at least 26 weeks by the end of the 15th week before the baby's due, or the week the employee has been told that they have been matched with a child for adoption/notified of a fostering to adopt/concurrent planning placement, and;
- be employed by CALC in the week before the employee takes Shared Parental Leave.

Also, the employee's baby's birth parent/partner must:

- have been employed for 26 weeks out of the 66 weeks (not necessarily continuously) before the week the baby's due to be born, or the week the employee has been told that they have been matched with a child for adoption/notified of a fostering to adopt/concurrent planning placement, and;
- have earned at least have earned at least £390 in total across any 13 of the 66 weeks (not necessarily continuously).

If the employee's partner hasn't been working or is self-employed, they won't be entitled to take Shared Parental Leave.

Some examples of how Shared Parental Leave can be used

- The pregnant parent or primary adopter returns to work early from maternity or adoption leave and takes Shared Parental Leave at a later date
- The pregnant parent or primary adopter returns to work and their partner takes Shared Parental Leave
- Both parents are off at the same time
- Both parents share Shared Parental Leave evenly and are off at different times
- Both parents return to work at the same time and take Shared Parental Leave at a later date

Taking Shared Parental Leave

If an employee wants to take Shared Parental Leave, here are the steps they will need to follow:

Step 1: Ending Maternity/Pregnant Parent Leave or Adoption Leave



If an employee is the birth parent or the Primary Adopter of the child, they will need to tell CALC that they want to end their Maternity/Pregnant Parent Leave or Adoption Leave early.

The employee must give CALC at least eight weeks' notice.

Once an employee has ended their Maternity/Pregnant Parent Leave or Adoption Leave they can't change their mind and restart it, other than in exceptional circumstances.

If you want, you can give us notice to end your Maternity/Pregnant Parent Leave or Adoption Leave on a specified future date. You can tell us that you're entitled to and intend to take Shared Parental Leave at the same time (see below).

If your baby's birth mother or partner has taken Maternity/Pregnant Parent Leave or Adoption Leave and you want to opt-in to Shared Parental Leave, they'll need to give their employer notice to end their leave. They'll then need to make a declaration to us that they've done that, before you can tell us that you're entitled and intend to take Shared Parental Leave

Step 2: Completing a Maternity / Paternity / Adoption / Co-Adopter Curtailment and Entitlement to Shared Parental Leave Form

To opt-in to Shared Parental Leave, the employee needs to tell the Chief Officer that they are entitled to Shared Parental Leave and that they intend to take this leave by completing the above form.

The employee's partner also needs to fill in the form to confirm that they are eligible to take Shared Parental Leave and are happy to share the leave with the employee. If the partner doesn't do this, CALC won't be able to process the form.

Step 3: Booking the leave

Next, the employee needs to request leave by writing to the Chief Officer at least eight weeks before the date of the first block of Shared Parental Leave that they want to take.

An employee can book up to 3 separate blocks of Shared Parental Leave (SPL) instead of taking it all in one go, even if the employee is not sharing the leave with their partner. If the Chief Officer agrees you may be able to take the leave in more than 3 blocks but the Chief Officer will have to consider the impact on the business.

Once the Chief Officer has received and approved the request, they'll send the employee a letter confirming the details of their leave and pay. CALC may ask you to show us relevant official documentation such as the baby's birth certificate/ matching certificate or notification of adoption placement.



Changing your approved leave

Once CALC has agreed the request for Shared Parental Leave, it becomes binding. The employee can only change the leave dates by making another request, which will count towards the three leave requests.

If the employee wants to change the agreed leave they must give the Chief Officer at least eight weeks' notice. This includes cancelling the leave or returning to work earlier than originally agreed.

Shared Parental Leave Pay

To qualify for Statutory Shared Parental Leave Pay (SSPLP), the employee and their partner both need to meet the eligibility criteria for Shared Parental Leave detailed above.

The employee also needs to have earned at least £129 a week in the eight weeks before the 15th week before the baby's due, or the week they are notified of their adoption placement.

If the employee qualifies for SSPLP they will still be paid in the normal way for the period that they are entitled to.

Statutory Shared Parental Pay (ShPP) is reviewed each April by the government. The current rate as of March 2025 is £194.32 a week or 90% of your average weekly earnings, whichever is lower.

Pensions

If the employee is a member of CALC's pension scheme (NEST) then they will continue to be a member during their Shared Parental Leave and their pension contributions will be based on the actual pay they receive each period, but CALC's contributions will be based on their normal full pay. During any unpaid periods of Shared Parental Leave, all pension contributions will stop.

Holidays

Annual Leave and bank holiday entitlement will continue to accrue whilst an employee is on Shared Parental Leave. An employee should talk to the Chief Officer if they want to take annual leave before or after Shared Parental Leave.

Keeping in touch

The Chief Officer will keep the employee updated about any important changes during the Shared Parental Leave period. An employee should agree with the Chief Officer the best way of keeping in touch.



An employee and their partner can each work up to 20 'Shared Parental Leave in Touch' (SPLIT) days during the Shared Parental Leave

These days are in addition to the 10 Keeping in Touch (or KIT) days available to an employee on maternity or adoption leave.

KIT and SPLIT days are optional - both the employee and the Chief Officer must agree to them.

On a SPLIT day the employee will be paid their full contractual rate of pay for the hours they work. If they are receiving SSPLP, their pay will be 'topped up' to their normal hourly rate. This means that payment for a SPLIT day won't ever be more than a normal day's pay. Please note that even if the employee doesn't work a full day, this will still count as one of their 20 SPLIT days.

Returning to work after Shared Parental Leave

Unless there's a business reorganisation – in which case CALC would consult with the employee – the employee will usually be able to come back to the same role and with the same terms and conditions of employment that they had before their Shared Parental Leave.

The Chief Officer will get in touch with the employee before they are due to come back to work to talk about the arrangements for their return.