

HR & OD POLICIES

human resources and organisational development

CHECKLIST

Shared Parental Leave - Managers Checklist

Has a meeting been arranged to discuss possible leave dates		
Date of meeting		
Has the employee checked their eligibility for Shared Parental Leave		
Has maternity/adoption leave/pay ended or has a date been confirmed when it will end		
How much Shared Parental Leave does the employee have available for them to take		
Has the employee correctly completed a notice of entitlement to take SPL (SPL Notification and Intention Form)		
Has a notice to book leave been made		
Has a response to the notice to book SPL been given within 14 calendar days		
Has contact during SPL been discussed (up to 20 shared parental leave in touch days can be taken if agreed)		
What leave period/s has/have been arranged		
Is this Continuous Leave		
Is this Discontinuous Leave (requests for discontinuous leave can only be agreed at the line managers discretion)		
Date SPL Notification and Intention to take Leave form (MAT) or SPL Notification and Intention to take Leave form (ADOPT) sent to HR Support		

This checklist is intended as a guide for Managers who are dealing with Shared Parental Leave requests.

