

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Shared Parental Leave

### FORMS

#### [SPL Notification and Intention Form](#)

Form for all Employees to use to notify of their intention to take and book shared parental leave

### FACTSHEETS

#### [Checklist for Managers](#)

Checklist for managers detailing the process to be followed when a Local Government Employee requests shared parental leave

#### [FAQs](#)

Frequently asked questions in relation to shared parental leave

