

SHARED PARENTAL LEAVE POLICY AND PROCEDURE

Purpose of Report

1. This report presents a shared parental leave policy and procedure, which sets out the arrangements for staff and managers for making and processing requests for shared parental leave in line with the statutory regulations. The shared parental leave policy is linked to the maternity and adoption policies and procedures.

Background

2. The Shared Parental Leave Regulations came in to force on 1 December 2014 and enables eligible parents to choose to share the maternity/adoption leave and pay of a mother/primary adopter as shared parental leave (SPL) if they wish.
3. The aim of shared parental leave is to enable parents/partners to share leave and pay in a more flexible way in the year after their child's birth or placement for adoption for the purpose of carrying out the main caring responsibilities for that child.
4. Shared parental leave applies to parents of children who are expected to be born or to be placed for adoption on or after 5 April 2015.

Main Considerations for the Council

5. The shared parental leave policy has been put together to reflect the statutory regulations.
6. The current maternity and adoption schemes remain available to eligible employees.
7. Under the statutory regulations, eligible parents are entitled to statutory shared parental leave pay (ShPP) where the mother/primary adopter has a remaining entitlement to statutory maternity pay (SMP) or statutory adoption pay (SAP) to share. Employees are reminded in the policy to check their entitlement to occupational pay under the maternity and adoption policy and give careful consideration to any financial implications and timings relating to taking shared parental leave.
8. Linked to the introduction of shared parental leave, the government are also abolishing the right to take up to 26 weeks' additional paternity leave and it will only remain available for fathers and partners of mothers of children due

on or before 4 April 2015, or adoptive parents of children who are placed for adoption.

9. The issue of sickness entitlement during shared parental leave is still being looked in to and will be added to either the policy or faq's when information is available. There may be other minor potential changes required to the policy as further clarification of the statutory regulations becomes available and the scheme comes in to operation and as administrative processes are developed.
10. The shared parental leave policy will be supported by a toolkit of additional information including flowcharts, forms and letters.
11. In developing the policy and procedure key stakeholders were consulted including the manager stakeholder panel, legal, the trade unions and operational human resources teams. An equality analysis panel is due to take place on 25 February 2015.

Environmental Impact of the Proposal

12. None.

Equalities Impact of the Proposal

13. An Equalities Impact Assessment is due to take place on 25 February.

Risk Assessment

14. There may be some additional costs to the council as a result of partners taking shared parental leave.

Options Considered

15. None.

Recommendation

16. That Staffing Policy Committee approve publication of the policy as presented.

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The following unpublished documents have been relied on in the preparation of this Report: None