

Shared Parental Leave

1. Introduction

Shared parental leave (SPL) and shared parental pay (ShPP) provide working parents with the opportunity to share the care of their child, in the first year, whilst balancing this against their job and retaining their link to the labour market.

This Procedure supports [HR Policy – Shared Parental Leave](#) and should be used when applying for, and the management of, SPL within the FC.

2. Eligibility

A mother/primary adopter and their partner need to establish, jointly, whether they meet the qualifying criteria for SPL and ShPP.

2.1 Eligibility for SPL

To qualify for SPL, the mother/primary adopter and their partner must share main responsibility for the care of the child at the time of the child's:

- birth;
- placement (for adoption within the UK); or
- arrival in Great Britain (for adoption from overseas).

They must also satisfy the individual test and joint test set out in this Section.

The Individual (Continuity of Employment) Test

You must:

- have at least 26 weeks continuous service with the FC or wider Civil Service by the:
 - end of the 15th week before the expected week of childbirth (EWC);
 - week in which you are notified of being matched with a child (for adoption within the UK); or
 - end of the week in which the child enters Great Britain (for adoption from overseas); and
- still be employed by the FC or wider Civil Service in the week before any block of SPL is due to begin.

The Joint (Employment and Earnings) Test

Your partner must have:

- been employed or self-employed for any 26 weeks in the 66 weeks leading up to the:
 - EWC;
 - week you are notified as having been matched with a child (for adoption within the UK); or
 - week in which the child enters Great Britain (for adoption from overseas); and
- earned an average of £30 gross a week in 13 of those 66 weeks.

2.1.1 Change of Circumstances

If you and/or your partner no longer have caring responsibility for the child, you must inform your line manager immediately, as you may no longer be entitled to SPL.

2.2 Eligibility for ShPP

To qualify for statutory ShPP, you must meet the qualifying criteria for SPL set out above **and** have earned no less than the lower earnings limit for national insurance contributions in the eight weeks leading up to and including:

- the 15th week before the EWC;
- the week in which you are notified of being matched with a child (for adoption within the UK); or
- the week in which you receive official notification (for adoption from overseas).

Statutory ShPP is payable whether or not you intend to return to work after your SPL.

2.2.1 Eligibility for Contractual ShPP

The FC offers contractual ShPP, which both fulfils and betters the statutory provisions (see [Section 3.2.1](#)). To qualify for contractual ShPP, you must:

- meet the qualifying criteria for statutory ShPP set out above;
- be in paid service, and have completed at least one years' paid service, with the FC or wider Civil Service by the start of your SPL (sick pay at pension rate does not count as paid service); and
- state that you intend to return to work in the FC after any block of SPL and sign an undertaking to repay the contractual element of all your ShPP if you do not return.

3. Entitlement

Entitlement is subject to the qualifying criteria set out in [Section 2](#) and the notification requirements set out in [Section 4](#).

SPL and ShPP allows a mother/primary adopter the choice to end their maternity/adoption leave and/or pay early and share the untaken balance with their partner as SPL and/or ShPP. A mother/primary adopter and their partner can choose how to share SPL and statutory ShPP, within one year, following the child's:

- birth;
- placement (for adoption within the UK); or
- arrival in Great Britain (for adoption from overseas).

SPL and statutory ShPP is a joint entitlement between a mother/primary adopter and their partner, regardless of whether one or both of them work in the FC or wider Civil Service.

3.1 SPL Entitlement

SPL entitlement is 52 weeks, less any maternity/adoption leave that has been, or is due to be, taken by the mother/primary adopter.

A mother/primary adopter must take a minimum of two weeks maternity/adoption leave immediately following the birth of the child/start of adoption leave, before converting the untaken balance into SPL. Therefore, the maximum amount of SPL available to a mother/primary adopter and their partner is 50 weeks between them.

SPL enables a mother/primary adopter and their partner to each take one continuous block of leave or to combine blocks of leave, of at least one week, with periods of work.

SPL can be taken by a partner at the same time as the mother/primary adopter is:

- on maternity/adoption leave (only when the mother/primary adopter has given binding notice to curtail their maternity/adoption leave and/or pay – see [Section 4.1](#));
- on SPL; or
- back at work.

You and your partner can submit up to three separate notifications for SPL. If a notification is for a continuous block of SPL, this will be granted automatically. If a notification is for a discontinuous block of SPL, this will be considered by your line manager (see [Section 4.3.1](#)).

3.2 ShPP Entitlement

Statutory ShPP entitlement is 39 weeks, whilst on SPL, less any weeks of maternity pay, maternity allowance or adoption pay that has been, or is due to be, received by the mother/ primary adopter.

Taking account of the minimum two-week maternity/adoption leave period, the maximum amount of statutory ShPP available to a mother/primary adopter and their partner is 37 weeks between them. Eligible mothers/primary adopters and their partners can decide how ShPP will be split between them and the periods of SPL that should attract ShPP. For example, a mother/primary adopter can take unpaid SPL before their partner takes paid SPL.

Statutory ShPP is paid at the same rate as statutory maternity/adoption/paternity pay. For the current rate of statutory ShPP, please refer to www.gov.uk or contact your HR Operations Manager.

3.2.1 Contractual ShPP Entitlement

Contractual ShPP is full pay for up to 26 weeks, whilst on SPL,:

- less any weeks of maternity pay, maternity allowance or adoption pay already received by the mother/primary adopter; and
- only including weeks for which you are still entitled to statutory ShPP.

After this, SPL will either be paid at the statutory rate (see [Section 3.2](#)) or be unpaid. Where both a mother/primary adopter and their partner are civil servants, the combined total of contractual maternity/adoption pay and contractual ShPP paid by the FC, and wider Civil Service, will not exceed their joint entitlement of 26 weeks.

Contractual ShPP is based on your normal contractual hours and is pro-rata for part-time employees.

Employees on a fixed term appointment/short term temporary appointment can receive contractual ShPP up to the end of their contract of employment. After this, any statutory entitlements will take effect.

Employees on a part year permanent appointment can receive contractual ShPP for the period they would have undertaken work for the FC. For more information, please contact your HR Operations Manager.

If you are eligible for both the contractual and statutory schemes, you are entitled to choose the most beneficial.

4. Notifications of SPL and ShPP

The notification requirements for taking SPL consist of three parts:

- **Notice of maternity/adoption curtailment** – submitted by the mother/primary adopter, setting out when they will end their maternity/adoption leave and/or pay (not required if the mother/primary adopter has already returned to work).
- **Notice of entitlement and intention/Declaration** – submitted by the mother/primary adopter and/or their partner, giving an initial non-binding indication of SPL.
- **Notice of a block of leave** - submitted by the mother/primary adopter and/or their partner, setting out the start and end date(s) for a block of SPL.

4.1 Notice of Maternity/Adoption Leave Curtailment

In order for a mother/primary adopter and their partner to become eligible to take SPL and/or ShPP, the mother/primary adopter must end, or commit to ending, their maternity/adoption leave and/or pay early, giving eight weeks' notice.

In order to commit to ending your maternity/adoption leave and/or pay early, you must provide formal notification using the [SPL – Notice to Curtail Maternity/Adoption Leave Form](#). This notice is non-binding, until:

- eight weeks before the date you wish to end your maternity/adoption leave; and/ or
- you submit an [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form/SPL – Declaration of Consent and Entitlement for Partner to take SPL Form](#) (see [Section 4.2](#)).

Maternity/adoption leave will end on the date notified, whether or not the mother/primary adopter returns to work. If they return to work earlier than the date notified, entitlement to SPL and ShPP will continue to be based on the original date.

A mother/primary adopter can choose when to end their maternity/adoption leave and/or pay, although must take a minimum of two weeks maternity/adoption leave immediately following the birth of the child/start of adoption leave.

4.1.1 Withdrawing Binding Notice of Maternity/Adoption Leave Curtailment

In limited circumstances, a mother/primary adopter can withdraw their notice to curtail their maternity/adoption leave, using the [SPL – Notice to Revoke Curtailment of Maternity/Adoption Leave Form](#), providing they have not already returned to work.

These circumstances are as follows:

- It is discovered that the mother/primary adopter and their partner are not entitled to SPL or ShPP and notice to curtail maternity/adoption leave is withdrawn within eight weeks of the date it was given.
- A mother gave notice to curtail her maternity leave before the birth of her child but she withdraws this within six weeks of childbirth. In these circumstances, the mother's partner must immediately inform their employer if their entitlement to SPL has changed. The mother's maternity leave entitlement will automatically revert to 52 weeks, even if her partner has already taken SPL. The mother can submit another binding [SPL – Notice to Curtail Maternity/Adoption Leave Form](#), at a later date, giving eight weeks' notice.
- The mother's/primary adopter's partner has died.

4.2 Notice of Entitlement and Intention

If you are eligible and wish to take SPL, you should notify your line manager as soon as possible. Early notification will allow you and your line manager to discuss dates and patterns of leave sooner, which will make it easier to plan for your absence(s).

You must provide formal notification using the [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form/SPL – Notice of Entitlement and Intention \(Partner\) Form](#), which includes how much leave and/or pay the mother/primary adopter and their partner are entitled to, how much leave and/or pay you each intend to take and a non-binding indication of your intended pattern of leave. You must submit this form a minimum of eight weeks before you, and/or your partner, intend to take SPL.

If you provide the minimum eight weeks' notice, this notification will become binding notice and must be submitted alongside an [SPL – Notice of a Block of Leave Form](#) (see [Section 4.3](#)).

4.2.1 Declaration of Consent

Alternatively, if you are a mother/primary adopter who does not intend to take SPL but wishes to curtail their maternity/adoption leave and/or pay in order to allow their partner to take SPL, you must provide formal notification using the [SPL – Declaration of Consent and Entitlement for Partner to take SPL Form](#), giving eight weeks' notice.

4.2.2 Evidence of Entitlement to SPL

Your line manager may ask you to provide:

- the name and address of your partner's employer or, if they are self-employed, a declaration that there is no employer; and either
- a copy of the child's birth certificate or, if unavailable, a signed declaration stating the date and location of the birth; or

- a copy of the matching certificate (for adoption within the UK) or the official notification (for adoption from overseas).

You must provide this evidence to your line manager within 14 days of request. Where the request is made before the birth of the child, then the birth certificate, or signed declaration, must be provided within 14 days of the child's birth.

4.2.3 'Fostering to Adopt' Arrangements

In a 'foster to adopt' arrangement, which may mean adopting a child with little or no notice, you may be unable to provide the required eight weeks' notice for SPL. If this is your situation, you are encouraged to advise your line manager as early as possible, which will help to prepare for your potential absence at short notice, and then provide formal notification as soon as practical.

4.2.4 Cancelling or Amending Notification of Entitlement and Intention

You can cancel or amend your proposed dates for SPL, as set out in your [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form](#)/[SPL – Notice of Entitlement and Intention \(Partner\) Form](#), by completing and submitting another of this form.

There is no restriction on the number of these notifications you may submit and any indication of leave you intend to take is non-binding, until you provide formal notification using the [SPL – Notice of a Block of Leave Form](#) (see [Section 4.3](#)).

4.3 Notice of a Block of Leave

You and your partner must agree your pattern(s) of SPL with your respective line managers and employers.

You must provide formal notification of each block of SPL using the [SPL – Notice of a Block of Leave Form](#), a minimum of eight weeks before the corresponding block of SPL.

The information in your [SPL – Notice of a Block of Leave Form](#) should match the information in your most recent [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form](#)/[SPL – Notice of Entitlement and Intention \(Partner\) Form](#). If the information is different, you must submit another [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form](#)/[SPL – Notice of Entitlement and Intention \(Partner\) Form](#).

You and your partner can both submit up to three separate notifications for SPL, including any notifications to cancel or amend an agreed block of SPL (see [Section 4.3.2](#)).

If you request a continuous block of SPL, this will be granted. If you request a discontinuous block of SPL, your request will be considered by your line manager (see [Section 4.3.1](#)).

You may withdraw your [SPL – Notice of a Block of Leave Form](#) during the first two weeks of the eight week notice period, providing you have not already reached agreement with your line manager, and it will not count towards your limit of three such notifications.

4.3.1 Consideration of a Request for a Discontinuous Block of SPL

If you request a discontinuous block of SPL, your line manager will meet and discuss this with you during the first two weeks of the eight week notice period. This is known as the discussion period.

In order to determine whether your request can be accommodated, your line manager will consider the needs of the business. If you and your line manager cannot reach agreement, or in the unlikely event you do not receive a response from your line manager, you are entitled to take the relevant block of SPL continuously.

In these circumstances, you have up to five days after the two week discussion period to notify your line manager of when the continuous block of SPL will start, providing it is at least eight weeks after you submitted your original [SPL – Notice of a Block of Leave Form](#). If you do not specify a new start date, the relevant block of SPL will begin on the original start date.

4.3.2 Cancelling or Amending a Block of SPL

If you wish to cancel or amend a block of SPL after the two week discussion period, you must provide formal notification using the [SPL – Notice to Vary Notice of a Block of Leave Form](#), a minimum of eight weeks before the corresponding block of SPL.

This will count towards your limit of three such notifications, unless your line manager agrees that your requested change is also beneficial to the FC.

You must also submit another [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form](#)/[SPL – Notice of Entitlement and Intention \(Partner\) Form](#), ensuring that this information reflects the cancellation or amendment.

If you request to change a block of SPL that has begun and is ongoing, the original block of SPL will continue until:

- your line manager agrees a new block of SPL; and
- eight weeks after you submit your [SPL – Notice to Vary Notice of a Block of Leave Form](#).

In these circumstances, your line manager has discretion to waive the eight week notice period.

5. Bereavement

5.1 Death of a Mother/Primary Adopter

5.1.1 Before They Curtailed their Maternity/Adoption Leave

Providing both you and the mother/primary adopter would have been eligible for SPL and ShPP (see [Section 2](#)) had they not died, you are entitled to take up to 52 weeks of SPL and 39 weeks of ShPP, less any weeks of maternity/adoption leave and pay taken before their death.

In these circumstances, if you are unable to provide the required eight weeks' notice (see Sections [4.2](#) and [4.3](#)), you must give notice as soon as is reasonably practicable and before you take SPL.

5.1.2 After They Curtailed their Maternity/Adoption Leave

Any SPL and/or ShPP previously allocated to the mother/primary adopter will be reallocated to you, as their partner.

You must notify the FC of your change in circumstance by submitting another [SPL – Notice of Entitlement and Intention \(Partner\) Form](#) and, where relevant, [SPL – Notice to Book a Block of Leave Form/SPL – Notice to Vary Notice of a Block of Leave Form](#). If you are unable to provide the required eight weeks' notice, you must give notice as soon as is reasonably practicable and before you take SPL.

In these circumstances, if you have already used your three notifications for SPL, you are entitled to submit a fourth [SPL – Notice to Vary Notice of a Block of Leave Form](#).

5.2 Death of a Mother's/Primary Adopter's Partner

5.2.1 Before You Gave Notice to Curtail Your Maternity/Adoption Leave

In these circumstances, you will not be entitled to SPL or ShPP. However, you will continue to be entitled to maternity/adoption leave and pay.

5.2.2 After You Gave Notice to Curtail Your Maternity/Adoption Leave

In these circumstances, if your partner dies before the date on which your maternity/adoption leave was to be curtailed, you are entitled to withdraw your notice to curtail your maternity/adoption leave using the [SPL – Notice to Revoke Curtailment of Maternity/Adoption Leave Form](#), providing you have not already returned to work (see [Section 4.1.1](#)).

If your partner dies after your maternity/adoption leave has ended, any SPL and/or ShPP previously allocated to your partner will be reallocated to you, as the mother/primary adopter. You must notify the FC of your change in circumstance by submitting another [SPL – Notice of Entitlement and Intention \(Mother/Primary Adopter\) Form](#) and, where relevant, [SPL – Notice to Book a Block of Leave Form/SPL – Notice to Vary Notice of a Block of Leave Form](#). The eight week notification period does not apply to the first period of leave you book or vary following the death of your partner. If you have already used your three notifications for SPL, you are entitled to submit a fourth [SPL – Notice to Vary Notice of a Block of Leave Form](#).

5.3 Death of a Child

5.3.1 Before You Gave Notice of Entitlement and Intention to Take SPL

Unfortunately, in these circumstances, you will not be entitled to SPL and ShPP. The reason for this is that, in order to be eligible for SPL and ShPP, you must share responsibility for the care of the child.

5.3.2 After You Gave Notice of Entitlement and Intention to Take SPL

In these circumstances, you will be entitled to any SPL and ShPP already booked with a [Notice of a Block of Leave Form](#) (see [Section 4.3](#)).

You are entitled to return to work early, or combine any separate blocks of SPL and/or ShPP already booked into a single block, by submitting a [SPL – Notice to Vary Notice of a Block of Leave Form](#) and giving eight weeks' notice. However, you are not able to book any further blocks of SPL and/or ShPP, even if these were included in your SPL – Notice of Entitlement and Intention Form.

6. False Declaration

If an employee deliberately or negligently gives incorrect information about their circumstances, this will be considered a disciplinary offence. Action will be taken in accordance with [HR Policy and HR Procedure – Discipline](#), which may result in a penalty up to and including dismissal.

7. Managing Shared Parental Leave

7.1 Before Your Shared Parental Leave

7.1.1 Performance Reporting

Depending on the dates and duration of your SPL, you may find it useful to have an extra interim performance meeting with your reporting officer before your leave begins. This can also provide the opportunity to discuss hand-over arrangements for your work.

7.1.2 Annual Leave and Flexi Leave

You are encouraged to take any outstanding annual leave before your SPL. Normal carry over rules will apply unless you have not had an opportunity to take the leave. You will continue to accrue annual leave whilst on SPL – for more information see [Section 7.3.3](#).

If you work flexi-time, you should also ensure that you clear any credit or deficit before your SPL.

7.2 Maintaining Contact

Your line manager will maintain a reasonable level of contact with you during your SPL in order to keep you up-to-date with any changes or developments and to discuss your plans for returning to work.

Before your leave starts, you should agree with your line manager how you want to be kept up-to-date, for example if you want to be sent details of staff meetings, local training and development opportunities, organised work events, etc.

Your dedicated HR Team will automatically send the Connect Bulletin to your personal email address, unless you tell them that you do not wish to receive this information.

You must ensure that both your line manager and your HR Team have your current address, telephone number and personal email address, and are notified if these change.

As well as keeping in touch with the FC, you should try to keep up-to-date with developments in your particular area of expertise, for example continuing with any professional membership(s), reading relevant publications, etc. This will help you to keep abreast of developments during your SPL and ensure your return to work is as smooth as possible.

7.2.1 SPL in Touch (SPLIT) Days

A mother/primary adopter and their partner can choose to work up to 20 SPLIT days each, during SPL. SPLIT days should be agreed with your line manager and can be used for normal work, work-related training, attending conferences or seminars, working part-time or a phased return.

SPLIT days are in addition to the Keep in Touch (KIT) days available during maternity/adoption leave.

SPLIT days are working days and will be paid at your normal rate of pay, regardless of whether you work your full normal hours for that day. Your pay will be equal to, but not exceed, what you would have received had you not been on SPL, once combined with the proportion of any statutory ShPP you will receive for that day.

SPLIT days will not extend, or bring to an end, SPL. However, if either a mother/primary adopter or their partner works more than 20 SPLIT days, SPL will come to an end for both of them.

If you work a SPLIT day while you are in receipt of statutory ShPP or are on unpaid SPL, your line manager will notify your HR Team so that you receive full pay for that day.

7.3 Effect on Terms and Conditions of Employment

During your SPL, your contract of employment continues and you are entitled to all the benefits which would have accrued had you not been absent, except pay.

7.3.1 Pay

A pay award will apply from the date on which it takes effect, including retrospectively, to your contractual ShPP and your salary when you return to work.

Statutory ShPP will only be adjusted if a pay award falls within the calculation period (the eight weeks up to and including the 15th week before the EWC/the week in which you are notified of having been matched with a child (for adoption within the UK)/the week in which you receive official notification (for adoption from overseas)) and you are in receipt of 90% of your average weekly earnings as ShPP (average weekly earnings are defined as the amount you earn each week, including all allowances and overtime, gross, in the calculation period).

7.3.2 Pension

Paid periods of SPL, including statutory ShPP and/or SPLIT days, count as reckonable service for pension purposes. During these periods, your employer's pension contributions will continue to be based on your full pay. Your employee pension

contributions, as deducted from your salary, will be calculated by reference to the level of pay you actually receive.

Unpaid periods of SPL count as qualifying, but not reckonable, service for pension purposes. During unpaid periods of SPL neither you nor the FC are required to pay contributions towards your pension.

If you have any questions regarding the effect of SPL on your pension, please contact the [Pensions Service Centre](#).

7.3.3 Annual Leave and Public/Privilege/Additional Holidays (PPAs)

Annual Leave

You will continue to accrue your contractual annual leave entitlement during any period of SPL. You are not permitted to take annual leave within any period of SPL.

When you return to work, the carry over rules set out in Section 6.2 of [HR Procedure – Annual Leave and Public/Privilege/Additional Holidays](#) will apply. If you have not taken sufficient annual leave due to SPL, you must agree with your line manager when any carry forward in excess of 20 days will be used.

PPAs

You will continue to accrue your contractual PPA entitlement during any period of SPL. You are not permitted to take PPAs within any period of SPL. Accrued PPAs must be taken between the end of the period of SPL and your return to work.

7.3.4 Non-pay Benefits

Whilst on SPL, you will continue to receive all of your non-pay benefits. Where there is an associated employee contribution, for example a temporary loan, financial contract or salary sacrifice arrangement, your contribution **may** be adjusted to take account of your actual pay during the period of SPL. You should refer to the terms and conditions or contact your HR Team for more information.

7.3.5 Promotion and Career Development

You can apply for vacancies while you are on SPL and if you are successful, you would take up the new post when you return to work.

If you want to be notified of vacancies while you are on SPL, you need to discuss this with your line manager (see [Section 7.2.](#)) You may be able to claim travel and subsistence costs when attending interviews, including childcare costs, if appropriate. These costs will be covered by the cost centre you are attached to before going on SPL.

7.3.6 Sickness During or Following SPL

If you are sick during a period of SPL, you are not eligible sick leave or pay. However, if you cannot return to work because you are sick when your period of SPL comes to an end, you are eligible for sick leave and pay and normal absence reporting procedures will apply.

7.3.7 Resignation

Where you have been in receipt of contractual ShPP and you choose not to return to work following SPL, you will be required to repay the contractual element of the ShPP you have received. This requirement to return to work is for a minimum period of one calendar month and you can choose to cover this period with accrued untaken annual leave. If you decide not to return to work following SPL, you must provide the required period of notice for resignation, as detailed in your contract of employment.

Where you resign because you do not intend to return to work but later wish to return because of a change in circumstances, you have no absolute right to return to work. However re-appointment will be considered if at all possible.

7.3.8 Redundancy

You have a right not to be selected for redundancy, in preference to other employees, solely or mainly because you are, or have been, on SPL. In circumstances where you are declared surplus during a period of SPL, you are entitled to priority in relation to suitable alternative employment.

7.3.9 Transfer to Another Government Department

If you transfer to another Government Department, your entitlement to SPL and ShPP is unlikely to be affected. However, if you have already agreed a block, or blocks, of SPL with the FC, you should discuss this with your new line manager as soon as possible to ensure this can be accommodated.

8. Returning to Work

8.1 Right to Return to the Same Job

You have the right to return to the same job after a block of SPL if the total period of leave, including any period of maternity, paternity or adoption leave you take in relation to the same child, is 26 weeks or less, even if you take the leave in discontinuous blocks. In these circumstances, you will return to the same job you held before your leave, on the same terms and conditions as if you had not been absent. Where it is not possible for you to return to the same job, for example through restructure or redundancy, this will be managed in line with the [HR Policy and HR Procedure - Redundancy](#).

You have the right to return to the same job after a block of SPL if the total period of leave, including any period of maternity, paternity or adoption leave you take in relation to the same child, is more than 26 weeks, unless this is not reasonably practical. In these circumstances, you will be offered suitable alternative work, on terms and conditions that are no less favourable.

Please note there is no automatic right to return to work in the FC where your fixed term appointment/short term temporary appointment has come to an end during your SPL.

8.2 Requests for Unpaid Parental Leave

If you wish to extend your period of leave, you may request up to four weeks' unpaid parental leave. For more information, please refer to the [HR Policy and HR Procedure - Parental Leave](#).

8.3 Requests for Flexible Working

Requests for flexible working will be considered in line with [HR Policy and HR Procedure - Flexible Working](#). You should allow adequate time for your application to be considered, which may require you to apply before the end of your SPL.

You should note that there is no automatic right to work part-time or make any other changes to your working pattern. Your request will be considered individually, taking into account the nature of the job, as well as the structure, organisation, operational requirements and priorities of the team at the time that the request is made.