

Shared Parental Leave Policy

Policy · UK · Updated 2026-07-11 · Square brackets are placeholders to replace with your own details.

A shared parental leave policy is the written statement of how your organisation handles shared parental leave (SPL) — the scheme that lets eligible parents convert part of a maternity or adoption entitlement into leave that either parent can take, in blocks, during the child's first year.

SPL is the most administratively complex family-leave right in UK employment: it involves two parents, sometimes two employers, curtailment notices, and multiple booking notices. Managers who improvise here get the notices wrong and either refuse leave they cannot refuse or grant patterns they never had to. A written policy turns the scheme into a process.

This template gives you a ready-to-edit policy covering eligibility, how SPL is created, booking continuous and discontinuous blocks, shared parental pay, and SPLIT days.

Purpose and scope

This policy explains how [Your company] handles shared parental leave and shared parental pay. It applies to employees who are the mother or primary adopter of a child, or the child's other parent, and who meet the eligibility conditions on GOV.UK — including cases where the other parent works for a different employer.

Policy statement

[Your company] supports parents who choose to share leave in the first year. Requests are handled on process, not preference: managers apply the rules below the same way for every employee, and taking SPL will not count against anyone in pay, progression, or redundancy decisions.

How shared parental leave works

SPL is created by curtailment: the mother or primary adopter gives binding notice to end their maternity or adoption entitlement early, and the balance becomes available as SPL to share between the parents. Each parent books their share with their own employer. Leave is taken in whole weeks, in one continuous block or in separate (discontinuous) blocks, before the child's first birthday or the anniversary of placement.

The exact amounts of leave and pay available to share depend on how much maternity or adoption entitlement has been used — the calculation rules are on GOV.UK, and [name/role] will confirm the figures for each case.

Eligibility and notices

- Both parents must meet eligibility tests covering employment status, service, and earnings — the current tests are on GOV.UK, and we will ask for the statutory declarations that support them.
- The curtailment notice and each booking notice must be given by the statutory notice period on GOV.UK. Use [form/system] so nothing arrives by corridor conversation.

- A booking notice for a single continuous block of SPL that meets the statutory conditions will be accepted.
- A notice requesting discontinuous blocks triggers a discussion period: we can agree the pattern, propose alternatives, or refuse the pattern (in which case the statutory fallback rules on GOV.UK apply). [Name/role] leads that discussion within [number] days.

Shared parental pay

Statutory shared parental pay is available for part of the shared leave, at the rate published on GOV.UK, where the eligibility conditions are met. [If [Your company] enhances shared parental pay, state the terms here and check they are consistent with your enhanced maternity offer; otherwise state that shared parental pay is at the statutory rate.]

During leave: contact and SPLIT days

- Reasonable contact during SPL is agreed before each block starts, as for maternity leave.
- Shared-parental-leave-in-touch (SPLIT) days let an employee work a limited number of days during SPL without ending it — check GOV.UK for the current maximum. SPLIT days are voluntary for both sides and paid at [rate].
- Annual leave continues to accrue during SPL.

Returning to work

Return rights after SPL mirror those after maternity and adoption leave: the same job, or after longer combined periods of leave the same job where reasonably practicable, otherwise a suitable alternative on no less favourable terms. Requests to change working patterns are handled under our flexible working policy.

Records and review

Curtailment notices, declarations, booking notices, correspondence, and pay records are kept in [system/location]. This policy is reviewed [frequency, e.g. annually] and whenever the statutory scheme changes. Owner: [name/role]. Next review due: [date].

How to use this template

1. Read the GOV.UK guidance on curtailment and booking notices before editing anything — SPL fails on notices, not on principles.
2. Decide your position on discontinuous blocks in advance and write it into the eligibility section, so the first request is not decided under time pressure.
3. Decide whether enhanced shared parental pay matches your enhanced maternity pay, and record the reasoning.
4. Name one owner for SPL cases — the multi-notice paperwork goes wrong when it is shared between a manager and an inbox.

5. Run a dummy case through the policy with payroll before publishing: curtailment, two booking notices, one SPLIT day.

Official guidance

- › [GOV.UK — Shared parental leave and pay](#)
- › [GOV.UK — Maternity pay and leave](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/shared-parental-leave-policy> is kept current; this file is a snapshot.