## MDX Logo

## Produced by Human Resources

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| **Human Resources Policy Statement HRPS11****Middlesex University is committed to equality and diversity. The following entitlements where appropriate apply to both heterosexual and same sex couples irrespective of gender identity.** **Parental Leave Policies**[Maternity](#_Maternity_Leave_and) Policy[Paternity](#_Paternity_Leave_and) Policy[Adoption](#_Adoption_Leave_and) and Surrogacy Policy[Shared Parental Leave Policy](#_Shared_Parental_Leave_1)[Unpaid Parental Leave Policy](#_Unpaid_Parental_Leave_1) |  |

# Maternity Policy

**Maternity Leave**

1. You are entitled to 52 weeks maternity leave regardless of how long you have worked for the University. You must take a minimum compulsory 2 weeks maternity leave after the date of birth and any remaining maternity leave must be taken as a continuous block. After the compulsory 2 week maternity leave the remaining leave may be transferred or shared under the Shared Parental Leave Policy.

**Commencement of Leave**

1. This may commence on any day of the week, at any time during the 11 weeks prior to your Expected Week of Childbirth (EWC), with the balance of leave taken after the birth. The latest it may commence is the date of birth itself. If you work beyond the fourth week prior to your EWC you may be required to produce a medical certificate indicating you are medically fit to continue work, if you appear to be having problems. There is a compulsory period of maternity leave for 2 weeks after the date of birth.

**Statutory Maternity Pay (SMP)**

1. If you fall pregnant after your first week of employment with Middlesex but before your 27th week of employment you may qualify for SMP.
2. To qualify for Statutory Maternity Pay (SMP) you must have been:
* employed by Middlesex University continuously for at least 26 weeks into the 15th week before the Expected Week of Childbirth (EWC).
* Have average earnings above the LEL (lower earnings limit) for the 8 week “relevant” period between weeks 17- 25 of your pregnancy. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.
1. If you qualify you will receive 90% of your average weekly earnings (before tax) for the first 6 weeks and SMP (as set by the government) or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks.
2. Average weekly gross earnings are based on those earned during the 8 week “relevant” period between weeks 17 – 25 of your pregnancy.
3. If your contract ends at any time after the start of the 15th week before the week your baby is due, you will continue to be paid SMP.
4. If you do not qualify for SMP, you may be eligible for Maternity Allowance which is paid by Jobcentre Plus. For more information, click [here](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Expectingorbringingupchildren/DG_10018869).

**Occupational Maternity Pay (OMP)**

1. If you fall pregnant after your 26th week of employment with Middlesex you may be eligible for OMP.
2. To be eligible for OMP you must:
* Be eligible for SMP
* Have been employed by Middlesex University continuously for at least 52 weeks into the 15th week before the Expected Week of Childbirth (EWC).
* Have average earnings above the LEL (lower earnings limit) for the 8 week “relevant” period between weeks 17- 25 of your pregnancy. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.
1. If you are eligible for OMP you will receive 18 weeks at full pay\* (including SMP); 8 weeks at half pay (including SMP) or Statutory Maternity Pay (SMP), whichever is higher and for the remaining 13 weeks will receive SMP only. Full pay is defined as the average weekly gross earnings during the 8 week “relevant” period between weeks 17 – 25 of your pregnancy. Half pay will be 50% of this amount. (see para. 18 for exceptions).
2. If your contract ends at any time after the start of the 15th week before the week your baby is due, you will continue to be paid SMP.

# Conditions of Service

1. **Outstanding** **Annual Leave** **Before You Start Maternity Leave**

 You will need to plan with your line manager when you are going to use up your annual leave before you go on maternity leave. You will automatically be able to carry forward 5 days of annual leave into the next leave year. If you wish to carry forward up to 10 days of annual leave this must be agreed by your line manager and recorded on the [Application Form](#_MATERNITY_LEAVE_APPLICATION) before you commence maternity leave. Any outstanding annual leave not taken before maternity leave commences will be lost, subject to agree carry over. **In exceptional circumstances approval may be given to carry forward more than 10 days. This must be agreed in writing in advance with your line manager and HR Business Partner before you commence maternity leave and recorded on the** [**Application Form**](#_MATERNITY_LEAVE_APPLICATION)

If you are starting maternity leave towards the end of the annual leave year e.g. in August and you have used up all your annual leave you may borrow up to 5 days and in exceptional circumstances up to 10 days leave in advance from the forthcoming year with the written consent of the line manager.

1. **Annual Leave During Maternity Leave**

 If you are on maternity leave on 1st September when the new annual leave starts you will be allocated your full annual leave provision as usual. You may book this annual leave with your line manager to be taken at some time when your maternity leave has ended but before the following 31 August. You will automatically be able to carry forward 5 days of annual leave into the next leave year. In exceptional circumstances you may request to carry forward 10 days of annual leave but this must be agreed by your line manager and HR in advance of 31 August.

 In cases where there is not enough time left after maternity leave to take your annual leave before 31 August you will exceptionally be allowed to carry over all of the accrual as long as it is taken immediately following maternity leave. For example, an employee commences maternity leave on 1 September and returns to work on the following 31 August. There is no time to take the accrued annual leave before 31 August and so they will commence annual leave on 1 September and use up all of the accrual.

 For those leaving employment during or at the end of maternity leave, outstanding annual leave will be paid.

1. **Bank Holidays and University Days During Maternity Leave**

 You (except those on a term-time only contract) are entitled to accrue missed bank holidays and university days while on maternity leave (pro-rated for part-timers). The accrued bank holidays and university days must be taken immediately following maternity leave and will be recorded on PAFIS under absence as “Personal” and the reason will be “other paid leave”. These days may not be taken at any other time.

 Those on a term-time only contract will not accrue bank holidays or university days, except the Early May Bank Holiday, as these days are already accounted for when calculating a term-timer’s salary.

 For those leaving employment during maternity leave, the missed bank holidays/university days will be paid.

1. **Sick Leave**

 Absence due to sickness that is unrelated to the pregnancy shall be treated as sick leave until the day before the baby is born, and you will receive statutory sick pay or occupational sick pay as appropriate. If you are absent on sick leave from the fourth week prior to the EWC, and that sickness or incapacity is related wholly or partly to the pregnancy, you will be deemed to have started your maternity leave period.

1. **Pensions**

 Conditions relating to the continuation of pension contributions and length of pensionable service during maternity leave are determined by the specific pension scheme. Specific enquiries may be directed to [Teachers Pensions](http://www.teacherspensions.co.uk/) *(click link)* on 0345 6066166or to the [London Borough of Barnet](https://www.lgpsmember.org/) *(click link)* for the LGPS on 01325 746 010.

1. **Pay rises**

 Where an employee receives a pay rise after the “relevant period”, the occupational maternity pay (or OAP) will be amended from the effective date to reflect this. Examples of a pay rise include: an incremental increase, a cost of living award, an increase in London weighting; a grade increase (whether due to a regrading or a promotion); an increase in the hourly rate.

1. **Fixed-term contracts**

 Employees on fixed-term contracts are covered by this policy and associated provisions until the contract expires. SMP will continue to be paid beyond the contract expiry date via Payroll if eligible.

1. **Continuous Service**

 Maternity leave shall be considered as part of continuous service with regard to statutory rights.

**Ante-Natal Care**

1. Irrespective of length of service, you are entitled to reasonable paid time off during working hours with pay to receive ante-natal care. Ante-natal care covers relaxation and parent - craft classes as well as medical check-ups, providing it is advised by a registered medical practitioner; registered midwife or registered health visitor. After the first appointment, this entitlement is dependent upon the production of the certificate confirming the pregnancy and the appointment card or equivalent.

**Inability to Work During Pregnancy**

1. If you are incapable of continuing to do your job or are prevented from doing it for statutory reasons (e.g. Health and Safety issues) as a result of pregnancy, you will be offered suitable alternative employment where this is available. Where this is not possible you will be suspended on the normal contractual pay during the prohibited period.

**Notification Requirements**

1. You must notify the University of the date you plan to commence your maternity leave at least 28 days before-hand or as soon as it is reasonably practicable, by completing the Maternity Application form at [Appendix 1](#_Appendix_1). You may change your mind about when to start maternity leave providing you tell the University at least 28 days in advance (unless this is not reasonably practicable). If the period of maternity leave starts before the planned date, for example due to childbirth or illness (see paragraph *9* Sick Leave above), you must notify the University as soon as is reasonably practicable. You must notify the University of the date of childbirth if you give birth early. If you do not wish to return to work you must give notice in accordance with your contract of employment. This decision will not affect any entitlement to Statutory Maternity Pay or Occupational Maternity Pay.
2. The University shall respond to the notification of maternity leave within 28 days, setting out in writing the date on which the University expects you to return to work.
3. You will not be required to give the University any further notification. However, if you wish to return early from Maternity Leave, you must give 8 weeks’ notice.
4. You must notify the University immediately if you become ineligible for Statutory Maternity Pay (SMP), according to the following:
	1. if you work after the birth for any employer who you were not working for in the 15th week before your expected week of childbirth (if working closer to the birth);

 (b) if you are in legal custody at any time during your maternity pay period.

 Special provisions apply regarding maternity leave in the event of the baby’s death. Please seek HR advice.

# Maintaining Contact

1. The line manager shall take responsibility for maintaining contact with employees during their maternity leave with the aim of keeping the individual informed and ensuring they feel involved. This shall include forwarding relevant information and invitations to key meetings and social events.
2. Maintaining contact is distinct from the ‘keeping in touch’ days.

**‘Keeping in Touch’ Days**

1. Employees on maternity leave can with the agreement of their line manager work up to 10 days during their statutory maternity leave without bringing their maternity leave to an end. ‘Keeping in touch’ days are designed to allow contact with the workplace and can include work, training or any other activity to assist the employee in keeping in touch. ‘Keeping in touch’ days can be taken at any time during maternity leave, excluding the 2 weeks immediately following the birth.
2. ‘Keeping in touch’ days are not obligatory and there is no obligation on either the University or the member or employee to make use of these days. Any day’s work carried out will not extend the total statutory maternity leave period. Time off in lieu will be granted for any ‘keeping in touch’ days taken, based on the number of hours worked.

# Right to Return

1. Employees have the right to return to work following maternity leave (unless a valid termination of the contract has taken place). This will normally be to the same post. Where this is not reasonably practicable, alternative employment shall be offered, following consultation with the individual, which is not less favourable in respect of terms and conditions, capacity and place, and is suitable and appropriate for the individual.
2. The contract of employment will be terminated if the employee fails to return to work and does not make contact with the line manager to provide an adequate explanation.

# Non-return to work

1. Employees will not be required to return to work in order to retain their Occupational Maternity Pay. The employee will need to resign in the usual manner giving the minimum notice period.

**Family Friendly Provisions**

1. After maternity leave the birth mother/birth parent is entitled to take [Unpaid Parental Leave](#_Unpaid_Parental_Leave_1).
2. The University will consider all requests for flexible working (please refer to our [Flexible Working Procedure](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/f/Flexible-Working-Procedure-Sept-2014.docx))
3. Employees interested in using the University’s nursery at Hendon for childcare should apply as early as possible for a place. Information can be found on the internet [here](https://www.mdx.ac.uk/student-life/facilities/nursery).
4. The University is registered under the Tax-Free Childcare Scheme. For further guidance on how you should register for the Tax free Childcare Scheme see section 4 of the below guidance: <https://www.childcare-support.tax.service.gov.uk/par/app/overview>

**Health and Safety**

1. The University shall adhere to current health and safety legislation for new and expectant mothers/birth parents by providing a risk assessment to identify potential hazards, such as physical, biological and chemical agents, work processes and working conditions.

New birth mothers/ birth parents (given birth in last 6 months); breastfeeding mothers/birth parents and expectant mothers/birth parents are asked to complete the [risk assessment form](file:///%5C%5Cuni.mdx.ac.uk%5Cstaff%5Cshared%5CHRS-region%5CHRS%20Shared%20Drive%5CHR%20Shared%20Services%20Help%20Point%5CHR%20Policies%5CRISK%20ASSESSMENT%20FOR%20PREGNANT%20MOTHERS.docx) with their line manager and if any issue is identified to share this with their HR Advisor or HR Business Partner.

Breastfeeding mothers/birth parents may use the Welfare room just off the Quad to rest and express milk. Please ask at the Security office in the Quad for access. We do not have facilities for storing expressed milk.

# Paternity Policy

**Ordinary Paternity Leave and Ordinary Statutory Paternity Pay**

1. If eligible, the paid period of ordinary paternity leave is 2 weeks to be taken within 8 weeks of the birth/adoption placement.
2. To qualify for Ordinary Paternity Leave and Ordinary Statutory Paternity Pay (OSPP) you must:
* be the biological father/parent or secondary adopter of the child or be the mother's/birth parent (or adopter's) spouse\*, partner or civil partner or have or expect to have responsibility for the child's upbringing
* have continued to work for Middlesex University without a break for at least 26 weeks by the 15th week before the expected week of childbirth (EWC) or for at least 26 weeks up to and including the week your spouse\*, partner or civil partner was matched with a child for adoption.
* have average earnings above the LEL (lower earnings limit) for the 8 week “relevant” period between weeks 17- 25 of the mother’s/birth parent’s pregnancy. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.
* have not commenced Shared Parental Leave
* Submit the [application form at Appendix 2](#_ORDINARY_PATERNITY_LEAVE) at least 4 weeks prior to the leave date.
1. If you qualify you will receive 2 weeks [OSPP](https://www.gov.uk/employers-paternity-pay-leave/entitlement).
2. Ordinary Paternity leave will still apply if a still birth occurs after 24 weeks of pregnancy.

**Occupational Paternity Pay**

1. To qualify for Middlesex University’s Occupational Paternity Pay (OPP), you must meet the eligibility for OSPP and in addition:
* have continued to work for Middlesex University without a break for at least 52 weeks by the 15th week before the expected week of childbirth (EWC) or for at least 52 weeks up to and including the week your spouse\*, partner or civil partner was matched with a child for adoption.

You will be entitled to two weeks on full pay.

**Ante natal appointments**

1. **Regardless of length of service you may take unpaid time off for up to two ante natal appointments** if you are the biological father/parent or the mother's/birth parent’s spouse\*, partner or civil partner or have or expect to have responsibility for the child's upbringing.

To take further leave please refer to our [Unpaid Parental Leave policy](#_Unpaid_Parental_Leave_1) or our [Shared Parental Leave Policy](#_Shared_Parental_Leave_1).

# Adoption, Foster-to-adopt and Surrogacy Policy

**Adoption Leave**

1. Staff are entitled to adoption leave on their first day of service (including same sex couples). To qualify for adoption leave you must:
* provide proof of adoption / foster-to-adopt / official notification OR
* provide proof of a parental order in relation to a child born to a surrogate. An application for a parental order must be made by two people, who are either married, in a civil partnership or an ‘enduring family relationship’. At least one of the applicants must be biologically related to the child
* be the primary carer of the child (only 1 person in a couple can take adoption leave).
* submit the [application form at Appendix 3](#_ADOPTION_LEAVE_APPLICATION) at least 4 weeks prior to the leave date.

 You will be entitled to 52 weeks adoption leave. Adoption leave must be taken as a continuous block and after the first two weeks the leave may be transferred or shared under the [Shared Parental Leave Policy](#_Shared_Parental_Leave_1).

**Commencement of Leave**

1. UK Adoption / Foster-to-adopt / Surrogacy**:** The leave may start from the date of the child’s placement or up to 14 days before the expected date of placement.
2. Overseas Adoption: The leave may start from either the date the child enters the UK or within 28 days after the date the child enters the UK.
3. If the child’s placement ends during the adoption leave period, the primary adopter shall be able to continue adoption leave for up to eight weeks after the end of the placement.

**Statutory Adoption Pay (SAP)**

1. To qualify for SAP you must:
* have worked for Middlesex University continuously for at least 26 weeks by the week you were matched / receive official approval / receive the parental order
* have average earnings above the LEL (lower earnings limit) for the “relevant period”. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.
* give the correct notice
* provide proof of the adoption / foster-to-adopt / parental order / official notification
* must be the primary carer of the child (only 1 person in a couple can take adoption leave).
1. If you qualify you will receive Statutory Adoption Pay (as set by the government) or 90% of your average weekly earnings before tax (whichever is lower) for 39 weeks.

From 5 April 2015 you will receive 90% of your average weekly earnings (before tax) for the first 6 weeks and SAP (as set by the government) or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks.

1. Average weekly gross earnings are based on those earned during the “relevant period” as set by the government.
2. If your contract ends at any time during the 39 week pay period you will continue to be paid SAP.

**Occupational Adoption Pay (OAP)**

1. To qualify for OAP you must:
* have worked for Middlesex University continuously for at least 52 weeks by the week you were matched / receive official approval / receive the parental order
* have average earnings above the LEL (lower earnings limit) for the “relevant period”. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.
* give the correct notice
* provide proof of the adoption / foster-to-adopt / parental order / official notification
* must be the primary carer of the child (only 1 person in a couple can take adoption leave and receive adoption pay).
1. If you qualify you will receive 18 weeks at full pay\* (including SAP); 8 weeks at half pay (including SAP) or SAP, whichever is higher and for the remaining 13 weeks will receive SAP only. Full pay is defined as the average weekly gross earnings during the “relevant” period. Half pay will be 50% of this amount. (see para. 18 for exceptions).
2. If your contract ends at any time during the 39 week pay period, you will continue to be paid SAP, if eligible.

**Other Conditions of Service**

1. **Outstanding** **Annual Leave** **Before You Start Adoption Leave**

 You will automatically be able to carry forward 5 days of annual leave into the next leave year. In exceptional circumstances you may request to carry forward 10 days of annual leave but this must be agreed before you commence adoption leave. **If you do not wish to lose any annual leave you will need to take any outstanding annual leave before you commence adoption leave.**

If you are starting adoption leave towards the end of the annual leave year e.g. in August and you have used up all your annual leave you may borrow up to 5 days and in exceptional circumstances up to 10 days leave in advance from the forthcoming year with the written consent of the line manager.

1. **Annual Leave During Adoption Leave**

 If you are on adoption leave on 1st September when the new annual leave starts you will be allocated your full annual leave provision as usual. You may book this annual leave with your line manager to be taken at some time when your adoption leave has ended but before the following 31 August. You will only be able to carry forward 5 days of annual leave into the next leave year. In exceptional circumstances you may request to carry forward 10 days of annual leave but this must be agreed by your line manager and HR in advance of 31 August.

 In cases where there is not enough time left after adoption leave to take your annual leave before 31 August you will exceptionally be allowed to carry over all of the accrual as long as it is taken immediately following adoption leave. For example, an employee commences adoption leave on 1 September and returns to work on the following 31 August. There is no time to take the accrued annual leave before 31 August and so they will commence annual leave on 1 September and use up all of the accrual.

 For those leaving employment during or at the end of adoption leave, outstanding annual leave will be paid.

1. **Bank Holidays and University Days During Adoption Leave**

 You (except those on a term-time only contract) are entitled to accrue missed bank holidays and university days while on adoption leave (pro-rated for part-timers). The accrued bank holidays and university days must be taken immediately following adoption leave and will be recorded on PAFIS under absence as “Personal” and reason will be “other paid leave”. These days may not be taken at any other time.

Those on a term-time only contract will not accrue bank holidays or university days, except the Early May Bank Holiday, as these days are already accounted for when calculating a term-timer’s salary.

 For those leaving employment during adoption leave, the missed bank holidays/university days will be paid.

1. **Sick Leave**

 Absence due to sickness that is unrelated to the pregnancy shall be treated as sick leave until the day before the adoption leave commences, and you will receive statutory sick pay or occupational sick pay as appropriate. Sick pay is not applicable while on adoption leave.

1. **Pensions**

 Conditions relating to the continuation of pension contributions and length of pensionable service during adoption leave are determined by the specific pension scheme. Specific enquiries may be directed to [Teachers Pensions](http://www.teacherspensions.co.uk/) *(click link)* on 0345 6066166or to the [London Borough of Barnet](https://www.barnet.gov.uk/citizen-home/council-and-democracy/governance/council-information/local-government-pension-scheme.html) *(click link)* for the LGPS on 01325 746 010.

1. **Pay rises**

 Where an employee receives a pay rise after the “relevant period”, OAP will be amended from the effective date to reflect this. Examples of a pay rise include: an incremental increase, a cost of living award, an increase in London weighting; a grade increase (whether due to a regrading or a promotion); an increase in the hourly rate.

1. **Fixed-term contracts**

 Employees on fixed-term contracts are covered by this policy and associated provisions until the contract expires. SAP will continue to be paid beyond the contract expiry date via Payroll if eligible.

1. **Continuous Service**

 Adoption leave shall be considered as part of continuous service with regard to statutory rights.

**Adoption Appointments**

1. **Once approved as an adopter the main adopter/primary carer may take paid time off for up to five adoption appointments. The secondary adopter may take unpaid time off for up to two appointments.**

**Notification Requirements**

1. Employees shall notify the University of their intention to take adoption leave at least 28 days before the expected date of placement, unless this is not reasonably practicable, by completing [Appendix 3](#_ADOPTION_LEAVE_APPLICATION). This information shall include:
* When the child is expected to be placed with them;
* When they want their adoption leave to start;
* Proof of adoption or official notification
1. Adopters will be able to change their mind about the date on which they want their leave to start providing they inform the University at least 28 days in advance (unless this is not reasonably practicable).
2. The University shall respond to the notification of adoption leave within 28 days. This shall indicate the date on which the University expects the employee to return to work if they take their full entitlement to adoption leave.
3. If employees wish to return to work before the end of their full entitlement to adoption leave period, they must give the University 8 weeks’ notice of the date they intend to return.
4. Employees must notify the University immediately when they become ineligible for Statutory Adoption Pay because:

(a) they work for Middlesex during any week of the SAP period or they start working for another employer;

(b) they are in legal custody on or after the first day of the SAP pay period.

**Maintaining Contact**

1. The line manager shall take responsibility for maintaining contact with employees during their adoption leave with the aim of keeping the individual informed and ensuring they feel involved. This shall include forwarding relevant information and invitations to key meetings and social events.
2. Maintaining contact is distinct from the ‘keeping in touch’ days.

**‘Keeping in Touch’ Days**

1. Employees on adoption leave can with the agreement of their line manager work up to 10 days during their statutory adoption leave without bringing their adoption leave to an end. ‘Keeping in touch’ days are designed to allow contact with the workplace and can include work, training or any other activity to assist the employee in keeping in touch. ‘Keeping in touch’ days can be taken at any time during adoption leave.
2. ‘Keeping in touch’ days are not obligatory and there is no obligation on either the University or the member or employee to make use of these days. Any day’s work carried out will not extend the total statutory adoption leave period. Time off in lieu will be granted for any ‘keeping in touch’ days taken, based on the number of hours worked.

# Right to Return

1. Employees have the right to return to work following adoption leave (unless a valid termination of the contract has taken place). This will normally be to the same post. Where this is not possible (e.g. because the post no longer exists) appropriate redeployment or redundancy procedures will be followed.
2. The contract of employment will be terminated if the employee fails to return to work and does not make contact with the line manager to provide an adequate explanation.

# Non-return to work

1. Employees will not be required to return to work in order to retain their Occupational Adoption Pay. The employee will need to resign in the usual manner giving the minimum notice period.

**Paternity leave and pay**

1. Partners of the main adopter / primary carer may qualify for paternity leave. Please see [Paternity Policy](#_Paternity_Policy).

**Family Friendly Provisions**

1. After Adoption leave the primary carer or secondary carer is entitled to take [Unpaid Parental Leave](#_Unpaid_Parental_Leave_1).
2. The University will consider all requests for flexible working (please refer to our Flexible Working Procedure.)
3. Employees interested in using the University’s nursery at Hendon for childcare should apply as early as possible for a place. Information can be found on the internet [here](https://www.mdx.ac.uk/student-life/facilities/nursery).
4. The University is registered under the Tax-Free Childcare Scheme. For further guidance on how you should register for the Tax free Childcare Scheme see section 4 of the below guidance: <https://www.childcare-support.tax.service.gov.uk/par/app/overview>

# Shared Parental Leave Policy

In the event of dispute or complicated cases the government’s [statutory guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417505/bis-14-1329-Employers-technical-guide-to-shared-parental-leave-and-pay-1.pdf) will be the default position and will override provisions in this policy.

1. Families who are eligible may choose to share statutory leave and pay on the birth or adoption of a child.
2. The mother/birth parent can choose to bring their maternity leave to an end at any point after the initial two week compulsory maternity leave period following the birth of the child. The parents can then choose how to use the remaining 50 weeks of leave between them. Shared parental leave can be taken by each parent separately or at the same time.

 The primary adopter can choose to bring their adoption leave to an end at any point after the first two weeks of adoption leave. The parents can then choose how to use the remaining 50 weeks of leave between them. Shared parental leave can be taken by each parent separately or at the same time.

1. Only employees are entitled to shared parental leave. Agency workers, self-employed parents, or parents who are not employed, are not entitled to shared parental leave.

**Eligibility for Shared Parental Leave**

* + 1. To qualify for Shared Parental Leave you must:
* Be a primary or secondary carer for the child

###  you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week or on the date of the adoption placement, and still be employed by us in the week before the leave is to be taken

###  the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC or the date of the adoption and had average weekly earnings of at least £30 during 13 of those weeks; and

###  you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity or adoption leave, statutory maternity pay (SMP) or statutory adoption pay (SAP) or maternity allowance (MA) periods by completing and submitting the [application form at Appendix 4](#_SHARED_PARENTAL_LEAVE_2).

## Amount of SPL

## The minimum amount of SPL is one week, the maximum amount of SPL is 50 weeks. The actual amount which can be taken will be 52 weeks less the weeks spent by the child's mother/birth parent on maternity leave (or the weeks in which the mother/birth parent has been in receipt of SMP or MA if they are not entitled to maternity leave) or less the weeks spent by the adoptive primary carer on adoption leave. The first two weeks of maternity leave or adoption leave cannot be shared. SPL must be taken in multiples of completes weeks.

## If you are the child's secondary carer, you should consider using your two weeks' paternity leave before taking SPL. Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

# Opting in to Shared Parental Leave and Pay

* + 1. Employees shall notify the University of their intention to take SPL at least 8 weeks before the date you intend your SPL to start, by completing [Appendix 4.](#_SHARED_PARENTAL_LEAVE_2)

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# Ending maternity leave and opting into Shared Parental Leave

## If you are the child's mother/birth parent and are still on maternity leave, you must give us at least eight weeks' written notice (a “curtailment notice”) to end your maternity leave before your partner can take SPL by completing [Appendix 4](#_Appendix_4).

## The other parent may commence SPL from their employer before your maternity leave ends, provided you have given the curtailment notice in [Appendix 4](#_Appendix_4).

##

## The curtailment notice is binding and cannot be revoked. You can only revoke a curtailment notice if maternity leave has not yet ended and one of the following applies:

### if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the curtailment notice in writing up to eight weeks after it was given;

### if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or

###  if the other parent has died.

## If you are the child's father/parent or the mother's/birth parent’s partner, you will only be able to take SPL once the mother/birth parent has either:

### returned to work;

### given the employer a curtailment notice to end your maternity leave;

### given the employer a curtailment notice to end your SMP (if you are entitled to SMP but not maternity leave); or

### given a curtailment notice to the benefits office to end your MA (if you are not entitled to maternity leave or SMP).

# Evidence of entitlement

1. You must provide:
* A copy of the birth certificate or documentary evidence ; and
* A completed [Appendix 4](#_Appendix_4).

**Notifying us of your SPL and ShPP dates**

1. You must submit [Appendix 4](#_Appendix_4) at least eight weeks before the start of your leave.
2. If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.
You can give up to three period of leave notices. This may enable you to take up to three separate blocks of shared parental leave.

# Procedure for requesting split periods of SPL

## In general, a period of leave notice should set out a single continuous block of leave. We may, in some cases, be willing to consider a period of leave notice where the SPL is split into shorter periods (of at least a week) with periods of work in between. It is best to discuss this with your manager and HR in advance of submitting any formal period of leave notices. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

## You must submit a period of leave notice setting out the requested pattern of leave at least eight weeks before the requested start date. If we are unable to agree to your request straight away, there will be a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, you will be entitled to one 12-week period of leave). Alternatively, you may:

###  choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

# Changing the dates or cancelling your SPL

## You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

##  You can change the dates for a period of leave by giving us at least eight weeks' notice before the original start date and the new start date.

##  You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify us in writing of the change as soon as you can.

##

## A notice to cancel or change a period of leave will count as one of your three period of leave notices, unless:

### the variation is a result of your child being born earlier or later than the EWC;

### the variation is at our request; or

### we agree otherwise.

# Shared parental pay (ShPP)

## ShPP of up to 37 weeks (39 weeks less any weeks of statutory maternity pay or adoption pay claimed by you or the other parent) may be available provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.

# Returning to work

## If you want to end a period of SPL early, you must give us eight weeks' prior notice of the return date.

## If you want to extend your SPL you must submit a new period of leave notice at least eight weeks before the date you were due to return to work, assuming you still have SPL entitlement remaining and have not already submitted three period of leave notices. If you are unable to request more SPL you may be able to request annual leave or [unpaid parental leave](#_Unpaid_Parental_Leave).

## You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

### if your SPL and any maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or

### if you took SPL consecutively with more than four weeks of ordinary parental leave (under our Parental Leave Policy).

## If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

## If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

# Other Conditions of Service

1. **Outstanding** **Annual Leave** **Before You Start Shared Parental Leave**

 You will only be able to carry forward 5 days of annual leave into the next leave year. In exceptional circumstances you may request to carry forward 10 days of annual leave but this must be agreed before you commence SPL. **If you do not wish to lose any annual leave you will need to take any outstanding annual leave before you commence SPL.**

If you are starting SPL towards the end of the annual leave year e.g. in August and you have used up all your annual leave you may borrow up to 5 days and in exceptional circumstances up to 10 days leave in advance from the forthcoming year with the written consent of the line manager.

1. **Annual Leave During SPL**

 If you are on SPL on 1st September when the new annual leave starts you will be allocated your full annual leave provision as usual. You may book this annual leave with your line manager to be taken at some time when your SPL has ended but before the following 31 August. You will only be able to carry forward 5 days of annual leave into the next leave year. In exceptional circumstances you may request to carry forward 10 days of annual leave but this must be agreed by your line manager and HR in advance of 31 August.

 In cases where there is not enough time left after SPL to take your annual leave before 31 August you will exceptionally be allowed to carry over all of the accrual as long as it is taken immediately following SPL. For example, an employee commences SPL on 1 September and returns to work on the following 31 August. There is no time to take the accrued annual leave before 31 August and so they will commence annual leave on 1 September and use up all of the accrual.

 For those leaving employment during or at the end of SPL, outstanding annual leave will be paid.

* + 1. **Bank Holidays and University Days During SPL**

 An employee (except those on a term-time only contract) is entitled to accrue missed bank holidays and university days while on shared parental leave (pro-rated for part-timers). The accrued bank holidays and university days must be taken immediately following shared parental leave and will be recorded on PAFIS under absence as “Personal” and reason will be “other paid leave”. These days may not be taken at any other time.

Those on a term-time only contract will not accrue bank holidays or university days, except the Early May Bank Holiday, as these days are already accounted for when calculating a term-timer’s salary.

 For those leaving employment during shared parental leave, the missed bank holidays/university days will be paid.

**Pensions**

* + 1. If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform ***payroll*** that you wish to make up any shortfall.

 Specific enquiries may be directed to [Teachers Pensions](http://www.teacherspensions.co.uk/) *(click link)* on 0345 6066166 or to the [London Borough of Barnet](https://www.barnet.gov.uk/citizen-home/council-and-democracy/governance/council-information/local-government-pension-scheme.html) *(click link)* for the LGPS on 01325 746 010.

**Incremental Increases**

* + 1. Incremental salary increases will not be affected by shared parental leave and will be implemented upon return from shared parental leave.

**Cost of living award**

* + 1. If a cost of living award is implemented within the shared parental period, it will be implemented upon return from shared parental leave.

**Fixed-term contracts**

* + 1. Employees on fixed-term contracts are covered by this policy and associated provisions until the contract expires. ASPP will continue to be paid beyond the contract expiry date via Payroll if eligible.

**Continuous Service**

1. Shared parental leave shall be considered as part of continuous service with regard to statutory rights.

# Maintaining Contact

1. The line manager shall take responsibility for maintaining contact with employees during their shared parental leave with the aim of keeping the individual informed and ensuring they feel involved. This shall include forwarding relevant information and invitations to key meetings and social events. Maintaining contact is distinct from the ‘Shared Parental Leave in Touch’ (SPLIT) days.

**‘Shared Parental Leave in Touch’ (SPLIT) Days**

* + 1. Employees on shared parental leave can with the agreement of their line manager work up to 20 days during their shared parental leave without bringing their shared parental leave to an end. SPLIT days are designed to allow contact with the workplace and can include work, training or any other activity to assist the employee in keeping in touch. SPLIT days can be taken at any time during shared parental leave are in addition to the 10 KIT days provided for under Maternity and Adoption Leave.
		2. SPLIT days are not obligatory and there is no obligation on either the University or the member or employee to make use of these days. Any day’s work carried out will not extend the total shared parental leave period. Time off in lieu will be granted for any SPLIT days taken, based on the number of hours worked.

# Right to Return

1. Employees have the right to return to work following shared parental leave (unless a valid termination of the contract has taken place). This will normally be to the same post. Where this is not reasonably practicable, alternative employment shall be offered, following consultation with the individual, which is not less favourable in respect of terms and conditions, capacity and place, and is suitable and appropriate for the individual.
2. The contract of employment will be terminated if the employee fails to return to work and does not contact their line manager with a valid reason.

**Family Friendly Provisions**

1. After Shared Parental leave the primary carer or secondary carer is entitled to take [Unpaid Parental Leave](#_Unpaid_Parental_Leave_1).
2. The University will consider all requests for flexible working (please refer to our Flexible Working Procedure.)
3. Employees interested in using the University’s nursery at Hendon for childcare should apply as early as possible for a place. Information can be found on the internet [here](https://www.mdx.ac.uk/student-life/facilities/nursery).
4. The University is registered under the Tax-Free Childcare Scheme. For further guidance on how you should register for the Tax free Childcare Scheme see section 4 of the below guidance: <https://www.childcare-support.tax.service.gov.uk/par/app/overview>

#

# Unpaid Parental Leave Policy

**Eligibility**

* + 1. In addition to the maternity, paternity and adoption provisions above, employeeswho have completed one year’s service with the University will also be entitled to **unpaid** Parental Leave.
1. Employees have the right to take the leave up until the child’s fifth birthday or, in the case of adoption, until five years have elapsed following placement or up until the child’s 18th birthday, whichever is the earlier. Parents of disabled children (including adopted disabled children) will be able to use their leave over a longer period, up until the child’s 18th birthday and will have the flexibility to take leave a day at a time or longer if they wish. A disabled child is a child for whom disability living allowance is awarded.

**Length of Leave**

* + 1. Employees are entitled to 18 weeks’ unpaid parental leave for each child, to be taken in blocks of multiples of one week, with a minimum of one week’s leave and a maximum of four weeks’ leave in one year. Part-time employees are entitled to Parental Leave on a pro rata basis. If both parents are employed by the University, they are each entitled to parental leave for each child.

**Terms and Conditions**

1. Employees will remain employed while on Parental Leave and are guaranteed the right to return to the same job as before, or, if that is not practicable, a similar job which has the same or better terms and conditions as the old job.

**Notification Requirements**

1. Employees must:
* provide evidence of their responsibility for the child (e.g. birth certificate, adoption papers);
* provide evidence of the age of the child (as above);
* provide evidence of receipt of DLA if child is disabled.
* give the required notice of any leave request (see Notice Periods below);
* specify the expected week of childbirth and the duration of the period of leave where the employee is the partner and the leave is to begin on the date on which the child is born (production of MAT B1 would be accepted in these circumstances). This provision also applies in respect of adoption and the week in which the placement is expected to occur should be specified.

**Notice Periods**

1. Employees must give 28 days’ notice of any request for unpaid Parental Leave. In the case of adoption, if 28 days’ notice is not practicable, then as much notice as is reasonably practicable should be given.

**Recording unpaid parental leave**

1. Once the line manager has agreed to unpaid parental leave and both parties have agreed the dates the employee should submit the request on PAFIS and submit to the line manager for authorisation.

**Postponed Leave**

1. Managers have the discretion to postpone requests for Parental Leave where there are justifiable operational reasons. Parental Leave may be postponed for up to a maximum of six months. Managers must give employees written notice of the postponement and the reason for it, within seven days after the employee has given notice, and specify the dates on which they will be allowed to take it. The length of the leave should be equivalent to the original request. When an employee applies to take Parental Leave immediately after the birth or adoption of a child, then the leave cannot be postponed. Parental Leave cannot be postponed beyond the date of the child’s 5th or 18th (for adopted or disabled children’s) birthday.

# *\*Spouse shall be defined as husband or wife.*

# *Policy updated in March and July 2019 to be reflect gender neutral terms and in November 2020 to support our Stonewall workplace equality index submission.*

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| --- |
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# Human Resource Services Appendix 1



# MATERNITY LEAVE APPLICATION FORM

**THIS FORM CANNOT BE PROCESSED UNLESS YOU CAN CONFIRM THE FOLLOWING TWO STATEMENTS BY DOUBLE-CLICKING IN THE BOX:**

 I have attached proof of pregnancy, MATB1 form (issued by Doctor 20 weeks before EWC).

 I have attached a completed [risk assessment form](file:///%5C%5Cuni.mdx.ac.uk%5Cstaff%5Cshared%5CHRS-region%5CHRS%20Shared%20Drive%5CHR%20Shared%20Services%20Help%20Point%5CHR%20Policies%5CRISK%20ASSESSMENT%20FOR%20PREGNANT%20MOTHERS.docx) for expectant mothers/birth parents and either no risks have been identified or potential risks have been discussed with my line manager and HR Advisor and the risks have been mitigated.

**Are you on a fixed term contract? If so, when does it expire:**

*If you are on a fixed term contract your maternity leave and OMP (if*

*eligible) will finish on your last day of service. If eligible SMP will still be payable.*

**All boxes are mandatory.**

1. The expected week of my childbirth (EWC) is:
2. I will use up my outstanding annual leave before I commence maternity leave except for

 days (maximum 10) which I would like to carry forward

1. I will commence maternity leave on:

 (first day of absence excluding any period of annual leave)

*\* you may commence maternity leave any time after the beginning of the 11th week before the EWC, the latest date being the date of birth itself;*

*\* you are asked to advise us of this date as soon as is reasonably practical but at least 28 days before the start of your maternity leave;*

*\* if your maternity leave starts before the planned date, for example due to childbirth or illness, you need to notify us as soon as is reasonably practical;*

1. My last day of maternity leave will be on:

*\* you may finish maternity leave 2 weeks after the birth or no later than 52 weeks after the birth.*

*\* if you intend to return to work earlier than this date, you must notify us at least 8 weeks before your intended return date.*

1. The day after my maternity leave finishes I will use updays of missed bank holidays and university days

 and days of accrued annual leave

1. The day after this leave finishes I will return to work which will be on *date*:

**OR**

 The day after this leave finishes I do not intend to return to work and therefore my last day of service will be:

1. If, after maternity leave has ended, you or your partner wishes to take up Shared Parental Leave please complete the application form at [Appendix 4](#_SHARED_PARENTAL_LEAVE_2).
2. If you wish to take [unpaid parental leave](#_Unpaid_Parental_Leave) please read the policy and discuss with your line manager
3. I undertake to comply with the requirements of the University's Maternity Policy

Electronic Signature:

Print Name:

Date:

Home Address:

Personal email address:

Mobile number:

**Line Manager**

Electronic Signature:

Print Name:

Date:

# *PLEASE RETURN THE COMPLETED FORM TO HR SHARED SERVICES*  Human Resource Services Appendix 2

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# ORDINARY PATERNITY LEAVE APPLICATION

**THIS FORM CANNOT BE PROCESSED UNLESS YOU CAN CONFIRM THE FOLLOWING STATEMENT.** I have attached proof of pregnancy, MATB1 form (issued by Doctor 20 weeks before EWC). To be submitted at least 4 weeks prior to commencement

**OR**

 I have attached proof of adoption.

1. **My spouse/partner is expecting a baby on:**

 **OR**

1. **My spouse/partner and I are adopting a child and the expected date of placement is:**
2. **I wish to apply for paid ordinary paternity leave for two weeks commencing on:**

I confirm that (put a cross in the box):

 I am the baby’s biological father/parent, or the mother’s/birth parent’s spouse or partner (including same sex partners), or one member of a couple who are jointly adopting a child

 I have responsibility for the child’s upbringing

 I will take time off to support the primary carer and care for the child

1. If, after paternity leave has ended, you wish to take up Shared Parental Leave please complete the application form at [Appendix 4](#_SHARED_PARENTAL_LEAVE_2).
2. If you wish to take [unpaid parental leave](#_Unpaid_Parental_Leave) please read the policy and discuss with your line manager

Employee’s signature:

Print Name: Date:

Manager’s signature:

Print Name: Date:

#

# *PLEASE RETURN THE COMPLETED FORM TO HR SHARED SERVICES*Human Resource Services Appendix 3



# ADOPTION LEAVE APPLICATION

**THIS FORM CANNOT BE PROCESSED UNLESS YOU CAN CONFIRM THE FOLLOWING STATEMENT.** I have attached proof of adoption / foster-to-adopt / parental order.

**Are you on a fixed term contract? If so, when does it expire:**

*If you are on a fixed term contract your maternity leave and OMP (if*

*eligible) will finish on your last day of service. If eligible SMP will still be payable.*

**All boxes are mandatory.**

1. I will be the primary carer of the child.
2. The secondary carer will be my partner whose name is:

*(put N/A if you are the only adopter)*

1. My partner’s employer is:

*(or state “self-employed”)*

Name:

Address:

Telephone number of line manager:

Email address of line manager:

*(we will need to liaise with your partner’s employer to confirm that you are the primary carer)*

1. **The expected week of the adoption placement is:**

1. I will use up my outstanding annual leave before I commence adoption leave except for days (maximum 10) which I would like to carry forward
2. **I wish adoption leave to begin on:**

 (first day of absence from work, excluding any period of annual leave)

 \* *you may commence adoption leave on or up to 14 days before the date of the child’s placement; or on or up to 28 days after the child enters the UK*

 *\* advise us of this date as soon as possible but at least 28 days before the start of your adoption leave;*

 *\* if your adoption leave starts before the planned date you need to notify us immediately*

1. **My last day of adoption leave will be on:**

 \* *you may finish adoption leave any time up to 52 weeks after the placement.*

 *\* if you intend to return to work earlier than this date, you must notify us at least 8 weeks before your intended return date.*

 days of missed bank holidays and university days

1. The day after my adoption leave finishes I will use

 up:

 days of accrued annual leave

and

1. The day after this leave finishes I will return to work which will be on *date*:

OR

1. The day after this leave finishes I do not intend to return to work and therefore my last day of service will be:
2. If, after adoption leave has ended, you or your partner wishes to take up Shared Parental Leave please complete the application form at [Appendix 4](#_SHARED_PARENTAL_LEAVE_2).
3. If you wish to take [unpaid parental leave](#_Unpaid_Parental_Leave) please read the policy and discuss with your line manager
4. **I undertake to comply with the requirements of the University's Adoption policy.**

Employee’s electronic signature:

Print Name: Date:

Manager’s Electronic signature:

Print Name: Date:

***PLEASE RETURN THE COMPLETED FORM TO HR SHARED SERVICES***

# Human Resource Services Appendix 4

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# SHARED PARENTAL LEAVE APPLICATION

Please email this form to your line manager, copying in HR at least 8 weeks before you intend to take leave.

1. I am a Middlesex University employee and my name is:

Birth mother / birth parent / father/ mother or birth parent’s partner / primary adopter / secondary adopter

1. I am the child’s:
2. My partner’s name is:

Birth mother / birth parent / father/ mother or birth parent’s partner / primary adopter / secondary adopter

1. And my partner is the child’s:
2. My partner’s National Insurance Number is:
3. My partner’s employer is:

Name of line manager:

Name of company:

Address:

Telephone number of line manager:

Email address of line manager:

OR

7. My partner is registered as self-employed with HMRC and I can confirm:

 that they have worked in at least 26 of the 66 weeks before the EWC or the date of the adoption and had average weekly earnings of at least £30 during 13 of those weeks; and in those weeks have paid either class 1 national insurance contributions (or would have done if earnings were not below the employee NICs earning threshold) or class 2 national insurance contributions (or hold an exemption certificate)

 that they are entitled to statutory adoption pay / statutory maternity allowance

 that they have notified JobCentre Plus to stop statutory adoption pay / statutory maternity allowance on:

1. If you are the birth mother/birth parent, child’s father/parent or mother’s/birth parent’s partner:

 Start date of maternity leave:

 End date of maternity leave:

 No of weeks maternity leave taken:

1. If you are the primary adopter or secondary adopter:

 Start date of adoption leave:

 End date of adoption leave:

 No of weeks adoption leave taken:

1. No of Shared Parental Leave weeks available:

 (52 weeks minus the number of weeks' maternity/adoption leave, SMP/SAP or MA period taken or to be taken)

1. No of weeks Shared Parental Leave you will take:
2. I will use up my outstanding annual leave before I commence adoption leave except for

 days (maximum 10) which I would like to carry forward

1. I will take SPL as follows:

 Start date:

 Finish date:

1. No of weeks Shared Parental Leave your partner

 will take (if any):

 Start date:

 Finish date:

### (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation)

1. No of Shared Parental Pay weeks available:

 (39 weeks minus the number of weeks' SMP/SAP or MA period taken or to be taken)

1. No of weeks statutory Shared Parental Pay you

 wish to claim:

 Start date:

 Finish date:

1. No of weeks statutory Shared Parental Pay your

 partner wishes to claim (if any):

 Start date:

 Finish date:

### (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation)

1. If you wish to take [unpaid parental leave](#_Unpaid_Parental_Leave) please read the policy and discuss with your line manager
2. **I undertake to comply with the requirements of the University's Shared Parental Leave policy.**
3. I understand that in the event of dispute or complicated circumstances the government’s [statutory guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417505/bis-14-1329-Employers-technical-guide-to-shared-parental-leave-and-pay-1.pdf) will prevail.
4. I declare that my partner and I both meet the statutory conditions for entitlement to SPL and ShPP and I understand that Middlesex University will contact my partner’s employer and/or HMRC to verify and share information.

Employee’s electronic signature:

Print Name: Date:

Manager’s Electronic signature:

Print Name: Date:

***PLEASE RETURN THE COMPLETED FORM TO HR SHARED SERVICES***