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**How to manage Shared Parental Leave**

The University policy on shared parental leave sets out the eligibility criteria and notification requirements for taking shared parental leave. It is possible to request: **continuous** leave (a period of leave that is taken in one block e.g. four weeks’ leave) or **discontinuous** leave: a period of leave that is arranged around weeks where the member of staff will return to work e.g. working every other week for a period of three months. Discontinuous leave can be refused – continuous leave cannot.

When a manager receives notification that a member of staff wishes to take shared parental leave, they should consider the following:

* What leave arrangements the member of staff has indicated they are considering taking?
* What impact might the absence have on the organisation and how can this be mitigated?
* How might the leave be covered in the employee’s absence?

Depending on the circumstances involved, there are three possible outcomes to a request for SPL:

* Unconditionally accept a leave notification.
* Discuss and agree a modification to a leave notification. (You may suggest alternatives).
* Refuse a leave notification (discontinuous leave only) in which the member of staff may take continuous leave.

It is good practice to arrange a meeting to discuss:

* Keeping in touch during leave.
* Arrangements for coving the employee’s work during their period of leave. (Staff on shared parental leave can, with the agreement of their manager, work up to 20 keeping in touch days)

In the event that you refuse a period of discontinuous leave, this should be confirmed in writing. Before refusing a period of discontinuous leave, wherever possible, consider whether alternative dates / modified arrangements could be made.

HR can provide advice at all stages, and will attend meetings on request.

Prior to a return from shared parental leave consider what support the individual may require to support their transition back into the workplace. This should include updates, introductions to new team members, a handover with anyone covering their duties and a discussion for training and development.