

Shared Parental Leave Examples

Example 1: Where the employee is the mother/adopter

The employee chooses to end their maternity/adoption leave after 18 weeks, leaving 34 weeks (of the total 52 week entitlement) available for SPL. If both the employee and her partner are eligible, they can share the 34 weeks. They can take the leave at the same time or separately, e.g.:

- a. After taking 18 weeks maternity leave, both the employee and their partner spend 17 weeks SPL at home caring for their baby together.
- b. After taking 18 weeks maternity leave the employee chooses to return to work whilst their partner takes 10 weeks SPL to care for the baby. After this time, the employee takes the remaining 24 weeks SPL as a continuous block.

Example 2: Where the employee is the partner

- a. The mother/adopter notifies that they will end their maternity/adoption leave after 27 weeks, leaving 25 weeks of the total 52 week entitlement) available for SPL. The employee takes 2 weeks paternity/co-parent leave and then spends the remaining weeks SPL at home with the mother/adopter caring for their baby together.
- b. The mother/adopter returns to work after taking the minimum 2 weeks maternity/adoption leave. The employee takes 2 weeks paternity leave and then 50 weeks SPL to care for their baby whilst the mother/adopter returns to work.

Example 3: Where the employee wishes to take discontinuous leave

The employee ends their maternity/adoption leave after 20 weeks, leaving 32 weeks (of the total 52 week entitlement) available for SPL. The employee applies for 32 weeks of discontinuous leave, working every other week, using up 16 weeks SPL.

- a. The Institution is happy with this arrangement and the SPL is granted.
- b. After meeting with the employee, the Institution offers an alternate arrangement where the employee works 2 weeks on 2 weeks off over the SPL period. The employee agrees.
- c. After meeting with the employee, the Institution declines the request for discontinuous leave and the employee takes 16 weeks' SPL as a continuous block at a later date instead.
- d. After meeting with the employee, the Institution declines the request for discontinuous leave and the employee withdraws their request for SPL.