

CLERGY WORK-LIFE BALANCE

Shared Parental Leave Policy

Policy Approver(s)	Bishop of Exeter and their Senior Team
Policy Owner(s)	Bishop of Crediton Archdeacon of Totnes Diocesan Director of People
Revised By	Diocesan Director of People
This edition	June 2026
Next Revision Date	June 2028
Related Documents	Diocese of Exeter: Clergy Maternity Leave Policy Diocese of Exeter: Clergy Paternity Leave Policy Diocese of Exeter: Clergy Adoption Leave Policy Diocese of Exeter: Clergy Parental Leave Policy
Scope	<p>This Policy applies to all persons beneficed, licensed or otherwise authorised by the Bishop for ministry in the Diocese of Exeter. This includes all clergy holding office under Common Tenure, Qualified Common Tenure and Freehold and applies equally to a Cathedral Clergy, Archdeacons and Bishops.</p> <p>The Diocese of Exeter reserves the right to amend this policy at its discretion at any time.</p>
Extensions	Individuals identified in Paragraph 2.
Exclusions	Individuals identified in Paragraph 2.

Contents	Page
1. Policy Statement	3
2. Who is Covered by the Policy?	3
3. Definitions	4
4. Notification Requirements	4
5. Entitlement to Statutory Shared Parental Leave	5
6. Qualifying for Statutory Shared Parental Leave (birth)	6
7. Qualifying for Statutory Shared Parental Leave (adoption)	6
8. Enhanced Shared Parental Pay	7
9. Statutory Shared Parental Pay	7
10. Pensions	8
11. Timing of Shared Parental Leave	8
12. Opting In to Shared Parental Leave and Pay	8
13. Ending Maternity/Adoption Leave	9
14. Ending Spouse's Maternity/Adoption Leave	10
15. Evidence of Entitlement (birth)	10
16. Evidence of entitlement (adoption)	10
17. Booking Shared Parental Leave Dates	10
18. Procedure for Requesting Split Periods of Shared Parental Leave	11
19. Changing the Dates or Cancelling Shared Parental Leave	11
20. Premature Birth	12
21. Returning to Office	13
Appendix 1: Application Form for Shared Parental Leave	14
Appendix 2: Application Form for Enhanced Shared Parental Pay and Leave	18

1. Policy Statement

This policy outlines the rights and responsibilities of office holders who are planning to take Shared Parental Leave and pay in relation to the birth or adoption of a child. Its aim is to give parents more flexibility when considering how best to care for and bond with their child.

In the event that (*under Regulation 23 of the 2009 Regulations which confers on office holders the same legal entitlement to statutory maternity, paternity, adoption and Shared Parental Leave as employees are entitled to under the Employment Rights Act 1996*) changes are made to the Employment Rights Act 1996 (or any regulations made under it) to the rights of employees in respect of maternity, paternity, adoption and Shared Parental Leave, these changes will automatically apply to office holders and take precedence over this policy.

The eligibility and notification requirements for Shared Parental Leave are quite complex. For Government guidance see:

<https://www.gov.uk/shared-parental-leave-and-pay>

For the latest Church of England guidance see:

[Parental Leave | The Church of England](#)

This policy is effective from 01 February 2024 and shall not apply to any actions that occurred prior to this date.

2. Who is Covered by the Policy?

This policy applies to all stipendiary office holders both full time and part time including stipendiary cathedral office holders, archdeacons and bishops.

Non stipendiary office holders are unlikely to be entitled to Statutory Shared Parental Leave and Pay as both parents need to be employed to be eligible to claim. However, non stipendiary office holders are entitled to take unpaid Parental Leave and additional unpaid leave may be agreed at the discretion of the Archdeacon and the Diocesan Director of People Services. .

This policy does not apply to clergy employees who have the same statutory rights to pay and leave as other employees, and whose entitlement to enhanced pay during any period of Statutory Shared Parental Leave will be determined by their employment contract. Clergy employed by EDBF enjoy the same enhanced Shared Parental Leave Pay as provided by this policy.

Foster parents are not generally eligible for Shared Parental Leave. However this policy does apply to foster parents under a 'fostering for adoption' or concurrent planning scheme and where the office holder intends to share the main responsibility for the care of the child with their partner/spouse.

3. Definitions

The definitions which apply in this policy:

Qualifying Week: The week, starting on a Sunday, in which you are notified in writing by an adoption agency of having been matched with a child.

Expected Placement Date: The date on which an adoption agency expects that it will place a child into your care with a view to adoption.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Ordinary Adoption leave (OAL): A period of up to 26 weeks' leave available to all employees who qualify for adoption leave under point no 4 below.

Additional Adoption Leave (AAL): A further period of up to 26 weeks' leave immediately following OAL. **Statutory Adoption Pay (SAP):** A weekly payment you get from your employer to help take time off work when you adopt a child.

Parent: One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's spouse/partner if not the father).

Partner: civil partner or someone living with you in an enduring family relationship, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Parental responsibility: A person has parental responsibility for a child if he/she is the natural parent of the child (where the father is married to the mother he must be registered as the child's father). Adoptive parents are also deemed to have parental responsibility as from the date of placement of the child with them. A step parent may acquire parental responsibility for their spouse's/partner's child by means of an agreement with the child's natural parents. A child's guardian may also have parental responsibility.

4. Notification Requirements

It is the individual's responsibility to check their and their spouse's/partner's eligibility for Shared Parental Leave (SPL) and Pay.

The spouse/partner of the office holder should liaise with their own employer to ensure any requests for Shared Parental Leave are handled as smoothly as possible.

The notice that the Parents must give to the relevant employer to be able to take Shared Parental Leave are made up of three elements. They are:

- A **maternity leave curtailment notice** from the mother setting out when she proposes to end her maternity leave (unless the mother has already returned to work from maternity leave).
- A **notice of entitlement and intention** from the office holder giving an initial, non-binding indication of each period of Shared Parental Leave that he/she is requesting.

-
- A **period of leave notice** from the office holder setting out the start and end dates of each period of Shared Parental Leave that he/she is requesting.

Office holders are advised that, if they have already decided the pattern of Shared Parental Leave that they would like to take, they can provide more than one type of notice at the same time. For example, the mother could provide a maternity leave curtailment notice, notice of entitlement and intention and period of leave notice at the same time. Similarly, the spouse/partner could provide his/her notice of entitlement and intention and period of leave notice at the same time.

It is possible to change the arrangements for Shared Parental Leave but the office holder must talk to the Archdeacon to explore options before any requests for changes are made to enable discussions to be supported and appropriate advice shared.

5. Entitlement to Statutory Shared Parental Leave

Mothers and adopting parents who meet the conditions for entitlement to Shared Parental Leave remain entitled to 52 weeks of maternity leave and can share up to 50 weeks leave (this equates to 52 weeks minus the compulsory 2 weeks of maternity leave).

Mothers and adopting parents who meet the conditions for entitlement to Shared Parental Pay (Statutory) are entitled to up to 39 weeks of pay and can share up to 37 weeks of pay (2 weeks of maternity pay for the mother are mandatory, giving a balance of 37 weeks which can be shared).

Mothers, after taking two weeks' compulsory leave, are then entitled to reduce their entitlement to maternity/ adoption leave either by:

- Returning to work before their full entitlement of Statutory Maternity/Adoption Leave has been taken (this ends any maternity or adoption leave), or
- Giving notice to curtail their leave at a specified future date.

A mother may not return to work before the end of the compulsory 2 weeks of maternity leave following the birth of the child. After which the mother may then share the balance of any remaining maternity leave and pay, with the other parent. The parents can choose to take leave and pay with each parent being able to take up to a maximum 3 blocks of leave, interspersed with periods of work. A block must be at least one week and at least 8 weeks' notice should be given for each block. If an office holder wishes to take one continuous block, this will be given as long as the office holder meets the eligibility and notice requirements.

The father can start SPL at any date from the birth of the child whilst his spouse/partner is still on maternity or adoption leave if the mother has given notice to curtail her maternity leave in writing. The father should remember he is entitled to take up to two weeks' Ordinary Paternity Leave following the birth of his child. This will be lost if the father takes Shared Parental Leave first. SPL entitlement is additional to paternity leave entitlement.

If adopting, the person claiming adoption pay must take at least two weeks of adoption leave.

If the mother takes 51 weeks or more of the 52 weeks of maternity or adoption leave available to her, then no Shared Parental Leave can be created. It is only the untaken balance of maternity leave that can be taken as Shared Parental Leave.

If the mother takes 38 weeks or more of statutory maternity or adoption pay or maternity allowance, then no statutory shared parental pay can be created.

6. Qualifying for Statutory Shared Parental Leave (birth)

To qualify for Shared Parental Leave in relation to the birth of a child the officer holder must be:

- the child's mother, and share the main responsibility for the care of the child with the child's father or with their spouse/partner;
- the child's father and share the main responsibility for the care of the child with the child's mother; or
- the mother's spouse/partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

The following conditions must also be met:

- the officer holder must have at least 26 weeks continuous employment by the end of the Qualifying Week, and still be employed 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 and had average weekly earnings of at least £30 during 13 of those weeks; and
- the officer holder and the other Parent must give the necessary statutory notices and declarations, including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods.

The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

The mother cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth

The office holder must remain in the same role while taking SPL.

However the Diocese of Exeter will remove the continuous service requirement and extend the right to Shared Parental Leave to all qualifying office holders regardless of their length of service.

The spouse/partner of the office holder does not have to be working at the date of the birth or when the office holder begins the leave and pay period.

7. Qualifying for Statutory Shared Parental Leave (adoption)

An office holder may be entitled to Shared Parental Leave in relation to adoption if:

- A UK adoption agency places a child with them and/or their spouse/partner for adoption, or
- a child in local authority care is placed with them and/or their spouse/Partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme, or
- they adopt a child from overseas with UK government approval; or
- they have a child with a surrogate mother and the court has made or is expected to make a Parental Order.

The Parents must intend to share the main responsibility for the care of the child.

The office holder must have at least 26 weeks continuous employment by the end of the Qualifying Week, and still be employed in the week before the leave is to be taken.

The officer holder's spouse/Partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week (or in a surrogacy case, the EWC) and had average weekly earnings of at least £30 during 13 of those weeks.

Either the office holder or their spouse/Partner must qualify for statutory adoption leave and/or statutory adoption pay (SAP) and must take at least two weeks of adoption leave and/or SAP.

The office holder must remain in the same role while taking SPL.

The Diocese of Exeter will remove the continuous service requirement and extend the right to Shared Parental Leave to all qualifying office holders regardless of their length of service.

8. Enhanced Shared Parental Pay

If an office holder qualifies for the enhanced Maternity Pay, then any maternity leave which is curtailed and converted into Shared Parental Leave, the Shared Parental Pay rate will be paid at the same rates over the same periods as Maternity Pay.

To claim enhanced Shared Parental Pay complete the form at Appendix 2 and give to the Finance Officer for Clergy Payroll. Please also complete Appendix 1 in the cases of birth and use the recommended [Acas form](#) in cases of Adoption.

Office holders who qualify for Statutory Maternity Pay would receive any Shared Parental Pay at the Statutory Maternity Pay rate. See the Maternity Policy for further details.

9. Shared Parental Pay

An office holder may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SMP, MA or SAP claimed by the office holder or their spouse/partner) if

they have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and their average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

Office holders should tell us in the period of leave notice(s) whether they intend to claim ShPP during their leave (and if applicable, for what period). If it is not in the period of leave notice they can tell us in writing, at least eight weeks before they want ShPP to start.

10. Pensions

The Clergy Pension Scheme ensures that office holders pension contributions are paid during paid statutory leave absence. If an office holder on their return to work wishes to pay pension contributions for the unpaid part of their statutory leave, they must contact the Finance Officer for Clergy Payroll.

11. Timing of Shared Parental Leave

Shared Parental Leave must be taken between the baby's birth and first birthday, or within one year of adoption.

12. Opting In to Shared Parental Leave and Pay

Not less than eight weeks before the date you intend your SPL to start, the office holder must provide the Archdeacon and the Finance Officer for Clergy Payroll with a written opt-in notice (using the forms within this policy) giving:

- Their name and the name of the other Parent.
- If they are the child's mother, the start and end dates of Maternity Leave.
- If you are the child's father or the mother's spouse/partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period.
- If you are taking adoption leave, their adoption leave start and end dates/your partner's adoption leave start and end dates or (if your spouse/partner is not entitled to adoption leave), the start and end dates of their SAP.
- In an overseas adoption case, the date they received Official Notification, and the date the child entered Great Britain for adoption purposes. If the child has not yet entered Great Britain, give the actual date of entry as soon as possible, before Shared Parental leave is taken.
- In a surrogacy case, the EWC, the actual date of birth, and the date of the Parental Order if has already been made. If the child is not yet born give the date of birth as soon as possible, before Shared Parental Leave is taken.
- The total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP, MA, adoption leave or SAP period taken or to be taken by you or your spouse/Partner.

- How many weeks of the available SPL will be allocated to the office holder and how many to the other parent/spouse/partner. (The allocation can be changed by giving us a further written notice; an officeholder does not have to use their full allocation).
- If claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP, MA or SAP period taken or to be taken).
- How many weeks of available ShPP will be allocated to the office holder and how much to the other parent/spouse/Partner. (The allocation can be changed by giving us a further written notice; an office holder does not have to use their full allocation).
- An indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage, but please give as much information as you can about your future intentions.
- Declarations by you and the other Parent that you both meet the statutory conditions to enable you to take SPL and ShPP.

13. Ending Maternity/Adoption Leave

If the office holder is the child's mother/taking or intending to take Adoption Leave and wants to opt into the SPL scheme, they must give us at least eight weeks' written notice to end their Maternity/Adoption leave (a curtailment notice) before they can take SPL. The notice must state the date the Maternity/Adoption Leave will end.

An office holder can give notice before or after giving birth/Adoption Leave starts, but cannot end their Maternity Leave until at least two weeks after birth/ must take at least two weeks' Adoption Leave.

The office holder must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme or a written declaration that the other parent/spouse/Partner has given their employer an opt-in notice and that they have given the necessary declarations in that notice.

The other parent/Partner may be eligible to take SPL from their employer before the office holder's Maternity Leave ends, provided they have given the curtailment notice.

The curtailment notice is binding and cannot usually be revoked. An office holder can only revoke a curtailment notice if Maternity/Adoption Leave has not yet ended and one of the following applies:

- If the office holder realises that neither they nor the other parent/spouse/Partner are in fact eligible for SPL or ShPP, in which case they can revoke the curtailment notice in writing up to eight weeks after it was given.
- If the office holder gave the curtailment notice before giving birth, it can be revoked in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later.
- If the other parent has died.

Once an office holder has revoked a curtailment notice they will be unable to opt back into the SPL scheme, unless paragraph clause 'b' above applies.

14. Ending spouse's/Partner's Maternity/Adoption Leave or Pay

If the office holder is not the mother, but the mother is still on maternity leave or claiming SMP or MA, or if the office holder's spouse/Partner is taking Adoption Leave or claiming SAP from their employer, the office holder will only be able to take SPL once their spouse/Partner has either:

- Returned to work.
- Given her employer a curtailment notice to end her maternity/their adoption leave.
- Given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave) or SAP (if they are entitled to SAP but not adoption leave).
- Given the benefits office a curtailment notice to end her MA (if she is not entitled to Maternity Leave or SMP).

15. Evidence of Entitlement (birth)

An office holder must also provide on request:

- A copy of the birth certificate (or if they have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and
- The name and address of the other Parent's employer (or a declaration that they have no employer).

16. Evidence of Entitlement (adoption)

An office holder must also provide on request:

- In a UK adoption case, one or more documents from the adoption agency showing the agency's name and address and the expected placement date;
- In an overseas adoption case, a copy of their Official Notification.
- In a surrogacy case, the Parental Order from the court (if it has been granted); and
- The name and address of the office holder's spouse's/Partner's employer (or a declaration that they have no employer).

17. Booking Shared Parental Leave Dates

Having opted into the SPL system, the office holder must book their leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

The period of leave notice can either give the dates the office holder wants to take leave or, if the child has not been born or placed yet, it can state the number of days after birth/placement that they want the leave to start and end. This may be particularly useful if

the office holder intends to take Paternity Leave starting on the date of birth and wish to take SPL straight afterwards.

Leave must be taken in blocks of at least one week.

If the period of leave notice gives a single continuous block of SPL the office holder will be entitled to take the leave set out in the notice.

If the period of leave notice requests split periods of SPL, with periods of work in between, we will consider the request as set out in point no 18 below.

The office holder can give up to three period of leave notices. This may enable them to take up to three separate blocks of SPL (although if they give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice).

18. Procedure for Requesting Split Periods of Shared Parental Leave

In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with the Archdeacon in good time before formally submitting a period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with the office holder from the start.

If an office holder wants to request split periods of SPL, they must set out the requested pattern of leave in the period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, the office holder will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in the notice (for example, if they requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, the office holder may:

- Choose a new start date (which must be at least eight weeks after their original period of leave notice was given) and tell us within five days of the end of the two-week discussion period.
- Withdraw the period of leave notice within two days of the end of the two-week discussion period (in which case the notice will not be counted and the office holder may submit a new one if they choose).

19. Changing the Dates or Cancelling Shared Parental Leave

An office holder 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.
- Change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.
- Change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.

- Combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see point no 17 above which sets out how much notice is required.
- Request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. This will involve a change to the start date or end date, and therefore point no 17 will apply. We do not have to grant the request but will consider it.

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

- It is a result of the child being born earlier or later than the Expected Week of Childbirth or the child being placed earlier or later than the Expected Placement Date.
- It is cancelling a request for discontinuous leave within two days of the end of the two-week discussion period (see point no 17).
- It is at our request.
- We agree otherwise.

20. Premature Birth

Where the child is born early (before the beginning of the EWC), the office holder may be able to start SPL in the eight weeks following birth even though they cannot give eight weeks' notice. The following rules apply:

- If an office holder has given a period of leave notice to start SPL on a set date in the eight weeks following the EWC, but the child is born early, they can move the SPL start date forward by the same number of days, provided they notify us in writing of the change as soon as possible. (If the period of leave notice already contained a start date which was a set number of days after birth, rather than a set date, then no notice of change is necessary).
- If the child is born more than eight weeks early and the office holder wants to take SPL in the eight weeks following the birth, the office holder should submit the opt-in notice and the period of leave notice as soon as possible.

21. Returning to Office

If an office holder wants to:

- End a period of SPL early, they must give us eight weeks' written notice of the new return date. If they have already given us three period of leave notices they will not be able to end their SPL early without our agreement.
- Extend their SPL, assuming they still have unused SPL entitlement remaining, they must give us a written period of leave notice at least eight weeks before the date they were due to return to work. If they have already given us three period of leave notices they will not be able to extend their SPL without our agreement. They may instead be

able to request annual leave or Parental Leave (see our Parental Leave Policy), subject to the needs of the parish/es.

Office holders are normally entitled to return to office in the position they held before starting SPL, and on the same terms of service. However, if it is not reasonably practicable for the office holder to return into the same position, we may find another suitable and appropriate role on terms and conditions that are at least as favourable, but only in the following circumstances:

- If the SPL and any maternity, paternity or adoption leave taken adds up to more than 26 weeks in total (whether or not taken consecutively).
- If the office holder took SPL consecutively with more than four weeks of Parental Leave.

Where an individual wishes to return to work but on a different basis, the office holder may wish to negotiate new working arrangements / adjustment to duties when they return from Shared Parental Leave and this should be discussed with the Archdeacon.

Although such requests will be considered, there is no guarantee they will be agreed. Any decision will be reached in consultation with the Archdeacon and churchwarden/s or the nominated PCC representative and advice from the Diocesan People Team, and only after having thoroughly explored the details and implications of the request. See the Maternity Policy for more detail.

If an office holder decides they do not want to return to work they should give notice of resignation in accordance with their Statement of Particulars.

. In line with the Maternity Leave, Adoption and Shared Parental Leave (Amendment) Regulations 2024, a member of the clergy upon shared parental leave has their role protected for up to 18 months during a possible redundancy procedure and must be offered a suitable replacement role upon their return if one exists.

Appendix 1: Application form for Shared Parental Leave (Birth)

Section A: Basic Information		
<p>Guidance notes. Shared Parental Leave may be shared between a child's mother and either the child's father or the person who, at the date of the child's birth, is her spouse/partner. Both parties must expect to share the main responsibility for the child's upbringing.</p> <p>"Partner" means the office holder's civil partner, or other person living with her in an enduring family relationship, but who is not their sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.</p>		
A1	Office Holder's name	
A2	I am the child's mother*/child's father*/mother's partner* (*delete as appropriate)	
A3	Child's expected week of birth	
A4	Child's actual date of birth (if known)	
A5	Child's place of birth (if known)	
A6	Child's name (if known)	
Section B: Maternity Leave, Statutory Maternity Pay or Maternity Allowance		
<p>Guidance notes. If you are the mother, please give your maternity leave (ML) dates below. If you are still on ML you must also submit a maternity leave curtailment notice to bring your ML to an end.</p> <p>If you are the child's father or the mother's spouse/partner, please give the mother's ML dates. If she is not entitled to statutory ML (for example, because she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML or SMP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.</p>		
B1	ML / SMP / MA start date	
B2	ML / SMP / MA end date	
B3	Total ML / SMP / MA (weeks)	

Section C: Shared Parental Leave

Guidance notes. The total Shared Parental Leave (SPL) available is 52 weeks minus the mother's ML, SMP, or MA period (see B3).

The first period of Shared Parental Leave cannot start until at least two weeks after the child is born and at least eight weeks after you submit this opt-in notice.

C1	Total SPL available (whole weeks).	
C2	Number of whole weeks' SPL intended to be taken by you.	
C3	Number of whole weeks' SPL intended to be taken by the person you will share SPL with.	
C4	Indication of dates you would like to take Shared Parental Leave.	
C5	The dates in C4 will be treated as a non-binding until a period of leave notice is given.	

Section D: Statutory Shared Parental Pay

Guidance notes. The total statutory shared parental pay (SSPP) available is 39 weeks minus the mother's SMP or MA period (see B3).

D1	Total SSPP available (whole weeks).	
D2	Number of whole weeks' SSPP intended to be taken by child's mother.	
D3	Number of whole weeks' SSPP intended to be taken by child's father/mother's spouse/Partner.	
D4	Indication of dates you would like to take SSPP.	
D5	The dates in D4 will be treated as a non-binding until a notice to take SSPP is given.	

Section E: Office Holder's Declaration

Guidance notes. "Child" means the child referred to in Section A.

I am the child's mother and I am entitled to statutory ML. I have submitted a curtailment of maternity leave notice (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).*

or

I am the child's father or the child's mother's spouse/partner.*

(*delete one as applicable.)

I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.

My normal weekly earnings in the eight-week period ending with the 15th week before the EWC were not less than the lower earnings limit ([£118 for 2018-19]). (delete if not applicable)

I expect to share the main responsibility for the care of the child with the person who has completed Section F.

I intend to care for the child during each week that I am on Shared Parental Leave and receiving SSPP.

I will immediately inform the Archdeacon and Finance Office for Clergy Payroll if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to Shared Parental Leave or SSPP.

The information I have given in this notice is accurate.

Signed

Date

Section F: Declaration by Person Taking Shared Parental Leave with Office Holder

Guidance notes. "The Office Holder" and "the child" are the office holder and child referred to in Section A.

If the office holder is the child's mother, you must be the child's father or the mother's spouse/partner.

If the office holder is not the child's mother, you must be the child's mother.

Name	
Address	
National Insurance Number	



<p>You employer's name and address (if employed) or your business address if self-employed.</p>	
<p>I am the mother of the child and I am (or was) entitled to ML, SMP or MA. I have curtailed my ML, SMP or MA, or will have done so by the time your employee starts parental leave.*</p> <p>or</p> <p>I am the child's father.*</p> <p>or</p> <p>I am the spouse/partner of the child's mother.*</p> <p>(*delete as applicable)</p> <p>I expect to share the main responsibility for the care of the child with the office holder.</p> <p>I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the EWC.</p> <p>My average weekly earnings are at least £30, taking the 13 highest-earning weeks in the 66 weeks immediately before the EWC.</p> <p>I consent to the office holder taking Shared Parental Leave and claiming SSPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.</p> <p>I consent to the information in this declaration being used for the purposes of administering Shared Parental Leave and pay.</p> <p>Signed</p> <p>Date</p>	

Appendix 2: Application form for Enhanced Shared Parental Pay – for Finance Officer for Clergy Payroll

PARENTAL LEAVE FORM

SURNAME N.I. No.

CHRISTIAN NAMES Date of birth

UNIQUE ID

DIOCESE

Tick as appropriate	Leave Start Date (required)	Return to Work Date (if provided)
Paternity Birth <input type="checkbox"/> or Adoption <input type="checkbox"/>		
Maternity <input type="checkbox"/>		
Adoption <input type="checkbox"/>		
Shared Parental L. <input type="checkbox"/>		

DUE DATE

Please tick appropriate form provided

MATB1 Matching Cert

SC3 SC4

Other (please specify)

DIOCESAN PARENTAL POLICY

Please fill as appropriate

Full pay Statutory payment only

Number of weeks

MATERNITY / ADOPTION LEAVE - ONLY

Is payee taking unpaid leave? Yes No

How long is unpaid leave for?

Start date of unpaid leave (if applicable)

OTHER INFORMATION

AUTHORISED _____ Date _____
 DBF Secretary / Cathedral Administrator / CC