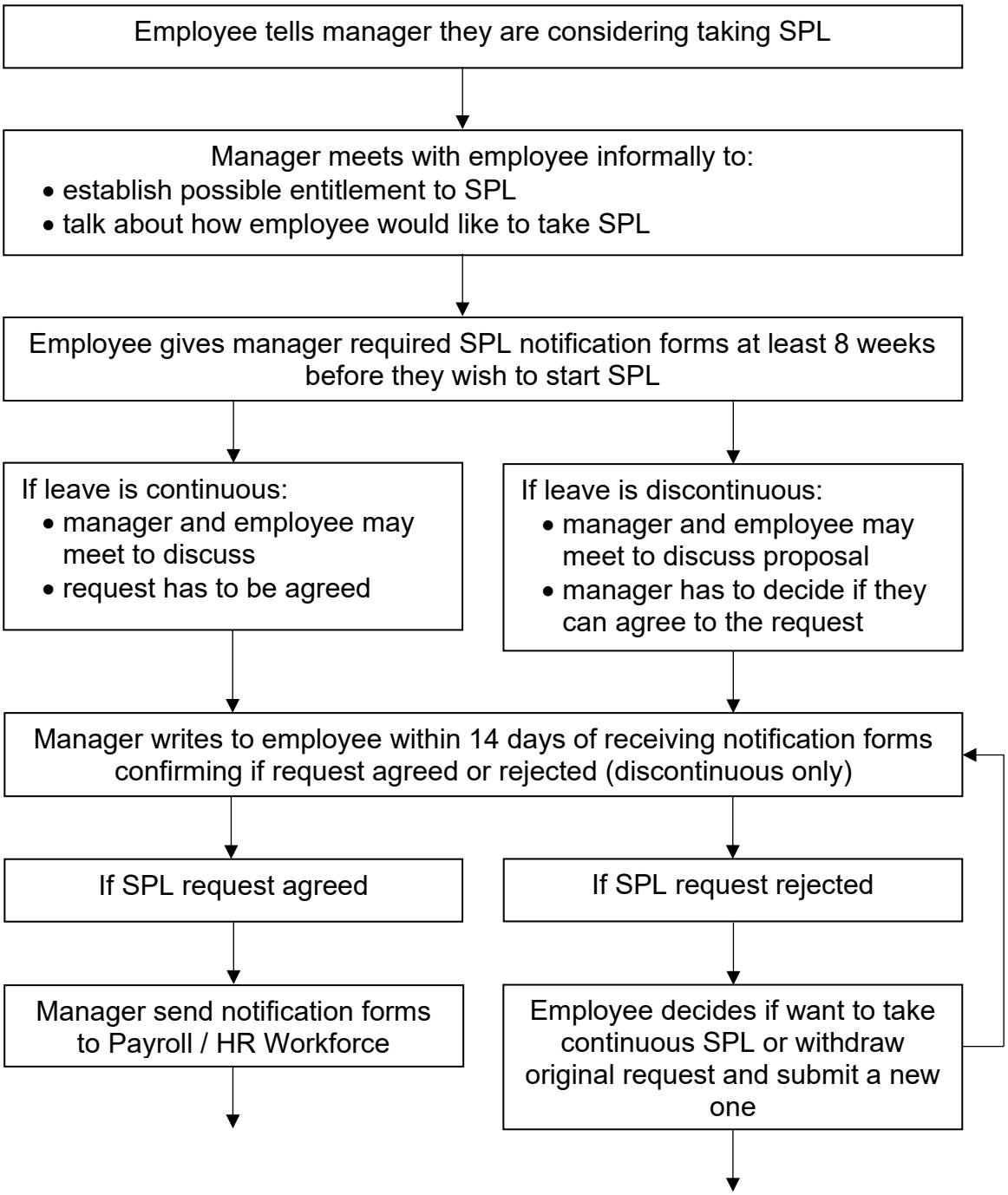
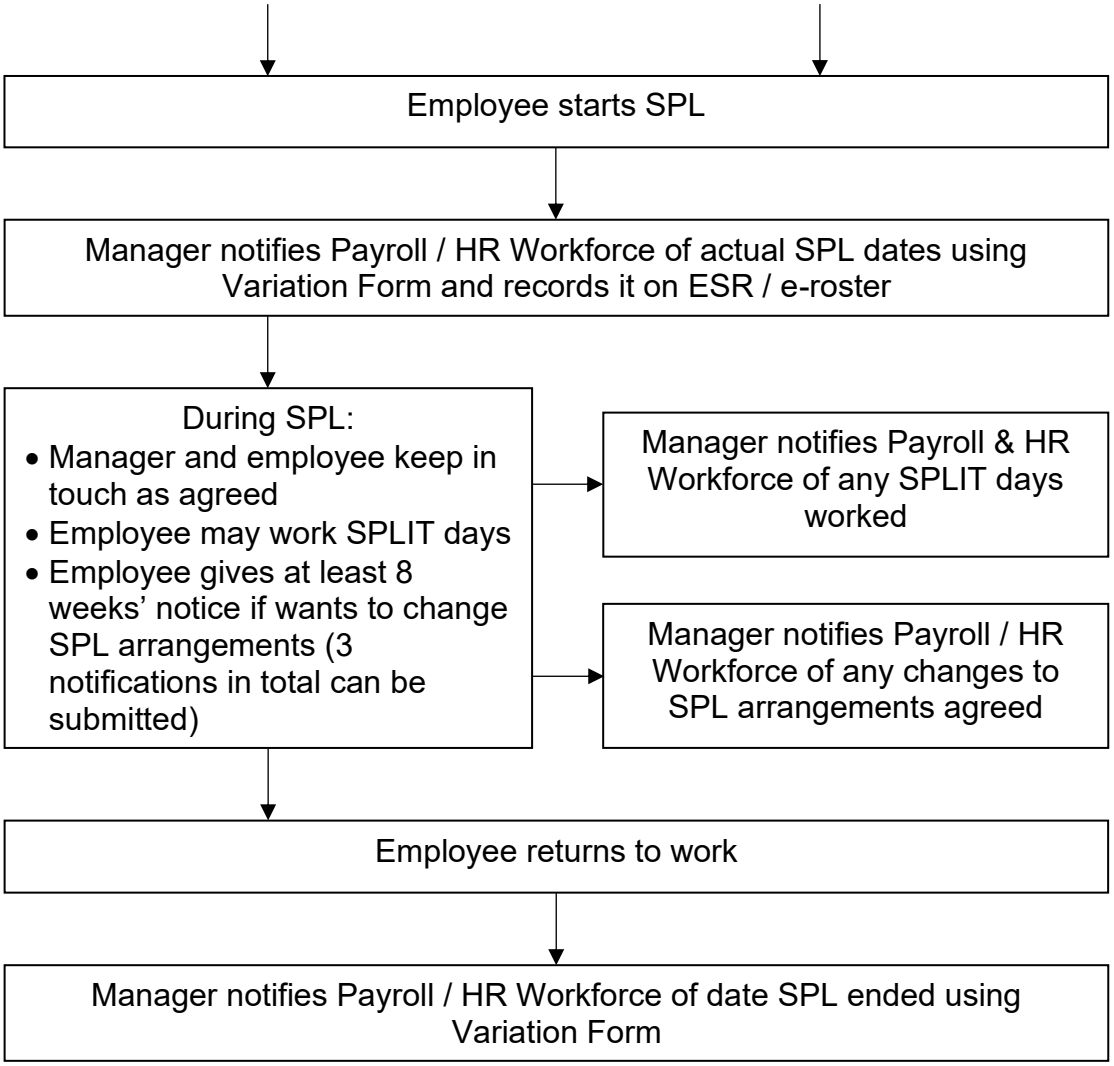
ACTION CARD Shared Parental Leave Policy	
Shared Parental Leave Policy Flowchart	
FOR USE BY: All employees who wish to apply for shared parental leave. Managers who have an employee who wishes to apply for shared parental leave	**HR Policy Reference:** HR Workforce, HR Operations, Payroll
The flowchart in this action card sets out the key actions that need to be taken by the employee and their manager when an employee applies for shared parental leave	

Flowchart 1: Shared Parental Leave Process



Cont.


Employee starts SPL
Manager notifies Payroll / HR Workforce of actual SPL dates using Variation Form and records it on ESR / e-roster
During SPL:
• Manager and employee keep in touch as agreed
• Employee may work SPLIT days
• Employee gives at least 8 weeks' notice if wants to change SPL arrangements (3 notifications in total can be submitted)
Manager notifies Payroll & HR Workforce of any SPLIT days worked
Manager notifies Payroll / HR Workforce of any changes to SPL arrangements agreed
Employee returns to work
Manager notifies Payroll / HR Workforce of date SPL ended using Variation Form