

Shared Parental Leave Forms Explained

These forms are intended for use for Shared Parental Leave (SPL) resulting from maternity. For SPL resulting from adoption leave please contact HR.

These are the forms needed by the mother / birth parent and the person they will share SPL with, known as the partner, to confirm eligibility and entitlement with their employers.

The forms can also be used to confirm eligibility and entitlement to Shared Parental Pay (ShPP).

What forms need to be completed?			
	Both <u>parents</u> want to take SPL	Just the <u>mother / birth parent</u> wants to take SPL	Just the <u>partner</u> wants to take SPL
Form 1	YES	YES	YES
Form 2	YES	YES	NO
Form 3	NO	NO	YES
Form 4	YES	NO	YES

- To learn more about SPL and ShPP go to www.acas.org.uk/spl
- Parents should use the calculator at www.gov.uk/pay-leave-for-parents to find some of the information needed to complete these forms

Parents and employers should keep a copy of any completed forms

If the mother / birth parent is in receipt of Maternity Allowance (MA) they will need to notify Jobcentre Plus to curtail this entitlement

The earnings requirements stated are correct as of August 2023

Key abbreviations used in these forms:

SPL – Shared Parental Leave

ShPP – Statutory Shared Parental Pay

SMP – Statutory Maternity Pay

MA – Maternity Allowance