

Parent(s)

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maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;

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OShPP is only paid if the employee is receiving ShPP for the same period and will be paid at the same time normal full pay, made up of ShPP and the balance as OShPP.

8. ENDING MATERNITY/ADOPTION LEAVE

If you are the child's mother/primary adopter and have commenced maternity/adoption leave, and you have not previously submitted a notice for SPL you must give us at least eight weeks' written notice using the Shared Parental Leave Notification Form to end your maternity/adoption leave before either parent can take SPL. The notice must state the date your maternity/adoption leave will end. In the case of birth, you can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth. In the case of adoption, you can give notice before or after adoption leave starts, but you must take at least two weeks of adoption leave.

At the same time as the notice to end maternity/adoption leave, you must also give us a notice to opt into the SPL scheme using the Shared Parental Leave Notification Form or a written declaration that the other parent has given his or her employer an opt-in notice and that you have given the necessary declarations in that notice.

The notice to end maternity/adoption leave is binding and cannot normally be revoked, however it is possible to revoke the notice if maternity/adoption leave has not yet ended and one of the following applies:

- (a) If you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the notice to end maternity/adoption leave by advising us in writing up to eight weeks after it was given;
- (b) In the case of birth, if you gave notice to end maternity leave before giving birth, you can revoke the notice in writing up to eight weeks after the birth.

14. KEEPING IN TOUCH

We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may ask or be asked to work (including attending training) on up to 20 "shared parental leave in touch" days (SPLIT days) during your SPL. The employer has no right to demand that any such SPLIT work is undertaken and the employee has no right to expect to undertake such work. However such days will be for an agreed and specific purpose related to work. This is in addition to any KIT days that the mother/primary adopter may have taken during maternity/adoption leave. KIT days are also not compulsory and must be discussed and agreed with your line manager.

You will be paid your normal contractual pay for time spent working on a KIT or SPLIT day according to the hours you actually work on that day and this will be inclusive of any shared parental pay entitlement. Hours worked must be claimed on an additional hours claim form, authorised by the line manager and submitted to POD for payment on the next pay date.

15. RETURNING TO WORK

Employees returning from any combination of relevant statutory leave that includes Shared Parental Leave and any of Maternity, Paternity or Adoption Leave will be entitled to return to the same job if the leave totals 26 weeks or less in aggregate. Periods of Unpaid Shared Parental Leave of more than four weeks will be excluded from this calculation.

Employees returning from any combination of relevant statutory leave that includes Shared Parental Leave and any of Maternity, Paternity or Adoption Leave will be entitled to return to the same job or, if it is not reasonably practicable for the employer to permit the employee to that job, to another job which is both suitable and appropriate for the employee, if the leave totals more than 26 weeks in aggregate. Periods of unpaid shared parental leave of more than four weeks will be excluded from this calculation.

If you want to end a period of SPL early, you must give us eight weeks' prior notice of the return date in writing.

If you want to change your hours or other working arrangements on return from SPL, you are required to make a request under the Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide you do not want to return to work, you should give notice of resignation in accordance with your contract.