Shared Parental Leave Notification Process

- Employee declares Shared Parental Leave (ShPL) entitlement by completing the Declaration of Entitlement Shared Parental Leave and Pay Form
- Continuous period of leave request
- Discontinuous period of leave requested
- 2 weeks to make decision
- Negotiation with Line Manager required
- Continuous period of leave
- Request refused
- Alternative dates agreed
- Withdrawal of ShPL request
- Employee to complete Request to Book (or vary) Shared Parental Leave Form
- Variation of Leave
- Employee to complete Request to Book (or vary) Shared Parental Leave Form
- Continuous period of leave
- Continuous period of leave
- Request approved
- Discontinuous period of leave
- 2 weeks to make decision
- Negotiation required
- Continuous period of leave
- Request refused
- Alternative dates agreed
- Withdrawal of ShPL request
- Leave Planning Discussions with Line Manager
- Employee to complete Request to Book (or vary) Shared Parental Leave Form