

FOR PUBLICATION

SHARED PARENTAL LEAVE GUIDELINES

MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 20 APRIL 2015

REPORT BY: KAY VAUGHAN HR OFFICER

1.0 PURPOSE OF REPORT

1.1 To provide information regarding the introduction of legislation in relation to Shared Parental Leave applications and to recommend for approval the new Shared Parental Leave Guidelines.

2.0 BACKGROUND

2.1 Shared Parental Leave (SPL) replaces Additional Paternity Leave (APL) where the expected week of birth (or adoption matching date) is on or after 5 April 2015.

2.2 The guidelines became effective in respect of antenatal appointments for pregnancies from July 2014.

2.3 Employed mothers will continue to be entitled to 52 weeks statutory maternity/adoption allowance leave and 39 weeks statutory maternity pay or maternity allowance. An entitlement to two weeks statutory paternity leave remains in place for fathers and a mother's or adopter's partner and will be the default scheme.

2.4 However, if they chose to, eligible mothers can end their maternity leave early (subject to taking a minimum of 2 weeks after the birth) and with her partner or child's father opt for shared parental leave instead of maternity leave. If they both meet the qualifying requirements, they will need to decide how they want to divide their Shared Parental Leave and Pay entitlement.

2.5 All notices for continuous periods of leave from eligible employees need to be accepted and all requests for dis-continuous leave need to be considered. Adopters will have the same rights as other parents to Shared Parental Leave and Pay.

3.0 PROPOSED PROCEDURE

- 3.1 The new guidelines document can be found at appendix A.
- 3.2 The guidelines have been created to reflect the new legislation.

4.0 COUNCIL JOINT CONSULTATIVE COMMITTEE

- 4.1 The proposed guidelines are being submitted to the Council Joint Consultative Committee on 15 April 2015. Any comments or suggested amendments to the guidelines from that Committee will be reported to Employment and General Committee in a supplemental report.

5.0 RECOMMENDATION

- 5.1 That the new Shared Parental Leave Guidelines be approved.

For further information on this report, contact Kay Vaughan.