

28 May 2015

JS/15/54

Dear Colleague

Family Leave – Application for Shared Parental Leave

The SNCT has issued SNCT 15/52 on Family Leave which sets out the provisions for Shared Parental Leave.

The SNCT Joint Secretaries have now agreed model forms for mothers and partners who are Council employees and who wish to share parental leave. The Joint Secretaries recognise that you may already have Council paperwork to deal with this issue.

These forms are appended.

Yours sincerely

Tom Young (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

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Shared Parental Leave Form

Shared Parental Leave: Notice of Entitlement

Council: _____

Name of Employee	
Employee Number	
Job Title	
Location	

Partner's Employment Details

Name of Partner	
Address	
Employer's Name (unless self employed)	
Employer's Address	

Total amount of Shared Parental Leave available		weeks	
Total amount of Shared Parental Leave to be taken by the employee		weeks	
Total amount of Shared Parental Leave to be taken by the partner		Weeks	
Pattern of leave requested			
Employee		Partner	
Week commencing	Number of Weeks	Week commencing	Number of Weeks

I confirm that I have read the provisions for Family Leave set out in the SNCT Handbook, Part 2, Section 7 and I am complying with such provisions.

Signed: _____

Date: _____

Form for a primary carer to curtail adoption leave to take Shared Parental Leave

Shared Parental Leave: Adoption Leave Curtailment Notice

Council: _____

Name of Employee	
Employee Number	
Job Title	
Location	

I commenced adoption leave on	[date]
I wish to end adoption leave on	[date]

I confirm I wish to bring my adoption leave to an end and commence shared parental leave.

I confirm that I satisfy/will satisfy the following eligibility requirements to take shared parental leave.

I have/will have 26 weeks' continuous employment ending with the week in which I was notified of being matched for adoption with the child/children.

I confirm that, by the week before any period of shared parental leave that I take I will have remained in continuous employment with the organisation.

Signed: _____

Date: _____

Form for a mother to curtail maternity leave to take Shared Parental Leave

Shared Parental Leave: Maternity Leave Curtailment Notice

Council: _____

Name of Employee	
Employee Number	
Job Title	
Location	

I commenced maternity leave on	[date]
I wish to end maternity leave on	[date]

I confirm I wish to bring my maternity leave to an end and commence shared parental leave.

I confirm that I satisfy/will satisfy the following eligibility requirements to take shared parental leave.

I have/will have 26 weeks' continuous employment at the beginning of the 15th week before the expected week of childbirth.

I confirm that, by the week before any period of shared parental leave that I take I will have remained in continuous employment with the organisation.

Signed: _____

Date: _____

Form for a primary carer to curtail Surrogacy leave to take Shared Parental Leave

Shared Parental Leave: Surrogacy Leave Curtailment Notice

Council: _____

Name of Employee	
Employee Number	
Job Title	
Location	

I commenced surrogacy leave on	[date]
I wish to end surrogacy leave on	[date]

I confirm I wish to bring my surrogacy leave to an end and commence shared parental leave.

I confirm that I satisfy/will satisfy the following eligibility requirements to take shared parental leave.

I have/will have 26 weeks' continuous service prior to the weeks in which I was notified of being matched for adoption with the child/children.

I confirm that, by the week before any period of shared parental leave that I take I will have remained in continuous employment with the organisation.

Signed: _____

Date: _____

Note

This form should be submitted along with the Shared Parental Leave form if you are curtailing your maternity, adoption or surrogacy leave.

If you are sharing parental leave with a person who is not an employee you will need a copy of a letter to their employer curtailing maternity, adoption or surrogacy leave.