## Shared parental leave policy template

### Brief & purpose

Our company is committed to supporting the families of our employees. We understand the importance of parental involvement in the early life of a child. Therefore, we offer Shared Parental Leave (SPL) to eligible employees. This policy outlines the terms and conditions of SPL.

### Scope

This policy applies to all employees of the company, regardless of their gender or type of contract (full-time, part-time, temporary).

### Eligibility

To be eligible for SPL, an employee must:

* Be the mother, father, adopter, or intended parent of the child.
* Share the main responsibility for the care of the child with the child's other parent.
* Have a minimum of 26 weeks of service with the company by the end of the 15th week before the child's expected due date or adoption placement.

### Entitlement

Eligible employees may be entitled to a maximum of 50 weeks of SPL and 37 weeks of Shared Parental Pay (ShPP) which can be shared between the parents. The actual amount of leave and pay will depend on how much maternity or adoption leave and pay has been used.

### Notice of Intention to take SPL

Employees must notify the company of their intention to take SPL at least 8 weeks before they want the leave to start. The notice must include the expected week of childbirth or adoption, the duration of the leave, and how it will be divided between the parents.

### Booking SPL

After providing the notice of intention, employees must also provide a leave booking notice at least 8 weeks before the start of each block of leave.

### Returning to work

Employees have the right to return to the same job after SPL if the leave is for 26 weeks or less. If the leave is for more than 26 weeks, they have the right to return to the same job, or if that is not possible, to a similar job with equivalent terms and conditions.

### Policy Review

This policy will be reviewed annually to ensure it continues to meet the needs of our employees and the company.

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