

The Shared Parental Leave process at a glance

Step 1:

Becoming aware of a pregnancy or match

Employee

- Is SPL suitable?
- Considering what leave arrangements work best

Employer (if aware)

- Discussing intentions and other leave options

Step 2:

Choosing SPL and notification of entitlement

Employee

- Notifying the employer of eligibility

Employer

- Discussing early intentions
- Making early preparations and plans

Step 3:

Notification of a leave booking

Employee

- Notifying the employer of a leave booking

Employer

- Considering the impact of a leave booking
- Discussing a leave booking

Step 4:

Outcome

Employee

- Leave begins or the request is withdrawn

Employer

- Confirm and communicate outcome