



EMPLOYEE GUIDANCE ON SHARED PARENTAL LEAVE

How Occupational Shared Parental Pay is calculated

If you meet the qualifying requirements for occupational shared parental pay, the information below and the scenarios explain how your payments will be calculated. Shared Parental Pay (ShPP) is not available to either parent until the mother/adopter has given notice to curtail their maternity/adoption pay. **Both parents can be off at the same time or separately.**

- If the mother/adopter does not start maternity leave until the baby is born, and then commences shared parental leave immediately after the compulsory 2 week maternity/adoption period, ShPP will be available from week 3 and the partner will have access to the higher contractual payment.
- The table on the right provides an illustrated example where you are the partner (and you are a Leeds Beckett employee). The mother/adopter curtails their maternity/adoption pay after 25 weeks and is taking no ShPP. You have access to 5 weeks ShPP at 50% of your average weekly earnings plus statutory ShPP and 9 weeks of statutory ShPP.
- Your ShPP rate for the weeks you are on leave will be based on the rate for **consecutive** weeks starting from the week following the curtailment of maternity/adoption pay. This is regardless of whether you book periods of continuous or discontinuous leave.
- So using the example on the right again, if you book 10 weeks of shared parental leave in two separate blocks (e.g. you take leave during weeks 3-7 and then weeks 35-39), you would still receive payment based on the rate for weeks 26-35 (after the curtailment of the maternity/adoption pay period).

Week	SHARED PARENTAL PAY
1	Compulsory 2 week maternity or adoption pay period
2	
3	90% of average weekly earnings
4	
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8	
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10	
11	50% of average weekly earnings plus statutory ShPP
12	
13	
14	
15	
16	
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18	
19	
20	
21	
22	
23	
24	
25	
26	Maternity/Adoption Pay curtailment line
27	
28	
29	
30	
31	Statutory ShPP only
32	
33	
34	
35	
36	
37	
38	
39	
40-52	Unpaid

Weeks 26-39 are available as ShPP – these weeks are after the maternity/adoption pay curtailment date.



- If both you and your partner are Leeds Beckett University employees, you must share the 37 weeks entitlement to ShPP. Therefore you cannot both be paid the 8 weeks at 90% of average weekly earnings – you will have to decide who will receive payment for each of the 37 weeks.
- For you to receive ShPP, the paid leave must be taken within the first 39 weeks following the start of the maternity/adoption pay period. Any leave you wish to take following week 39 will be unpaid.

Occupational Shared Parental Pay Scenarios

The following four scenarios show how ShPP will be paid if you and your partner are both Leeds Beckett University employees and also if your partner works at another organisation or is self employed. They also demonstrate how ShPP will be paid if you are taking continuous or discontinuous periods of leave. The scenarios assume that you meet the criteria for our Occupational Shared Parental Pay.

Key

Week of birth/placement for adoption
Maternity or adoption pay
Paternity pay
Shared parental pay – 90% average weekly earnings
Shared parental pay – 50% average weekly earnings plus statutory shared parental pay
Shared parental pay – Statutory shared parental pay
Shared parental pay – not a Leeds Beckett University employee
Unpaid shared parental leave
At work

Example 1

Simon and Jane are both Leeds Beckett University employees. 8 weeks before Jane is due to give birth, she provides a notification of entitlement to curtail her maternity leave and pay 2 weeks after the birth of her baby. She would also like to take 2 weeks maternity leave and pay before her due date.		Week (from start of maternity leave)	Jane	Simon	
		Simon has access to ShPP from week 5 in the table (weeks 1-4 are maternity pay). Jane submits a request to book 38 weeks of consecutive shared parental leave to follow on immediately after her maternity leave. Simon requests 5 weeks ShPL immediately following his 2 weeks of paternity leave and then 3 weeks to be taken just before Jane returns to work. Simon is only eligible to be paid for his first 5 weeks of leave because his second block of leave falls more than 39 weeks after the start of Jane’s maternity pay period.		1	Maternity pay
2	Maternity pay				
3	Maternity pay			Paternity pay	
4	Maternity pay			Paternity pay	
Despite both parents being on leave during the ‘90% of average weekly earnings’ pay period – they must share this pay. Simon cannot receive this amount in payment for his 5 weeks of leave, if Jane is also receiving the higher rate ShPP for this period. They must decide who will receive the higher contractual payment. Simon is the higher earner and therefore it is financially beneficial for Simon to receive payment at 90% of his average weekly earnings for his 5 weeks of leave. There are 10 weeks at ‘90% of average weekly earnings’ available – Jane has used 4 of these as maternity pay and Simon will use a further 5 when he receives ShPP. This leaves 1 week remaining that Jane can receive payment at 90% of her average weekly earnings.		5	Shared parental pay (90%)	Shared parental pay – 90% average weekly earnings	
		6	Shared parental pay – 50% average weekly earnings plus statutory shared parental pay		
		7			
		8			
		9			
		10			
		11			
		12			
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15					
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25					
The table opposite demonstrates the amount Jane and Simon will receive in ShPP payments (assuming the baby is born on the due date).		26	Shared parental pay – Statutory shared parental pay		
		27			
		28			
		29			
		30			
		31			
		32			
		33			
		34			
		TOTAL NUMBER OF WEEKS TAKEN OF ShPP PLUS MATERNITY PAY: 39 WEEKS			
No. of weeks maternity pay: 4 weeks No. of weeks ShPP (Jane): 30 weeks No. of weeks ShPP (Simon): 5 weeks No. weeks maternity leave: 4 weeks No. of weeks ShPL (Jane): 38 weeks No. of weeks ShPL (Simon): 8 weeks		Total: 39	Total: 50	35	Unpaid shared parental leave
				36	
				37	
				38	
				39	Unpaid shared parental leave
40					
41					
42					
		43 -52	Back at work		

Example 2

Mary is a Leeds Beckett University employee and is eligible for adoption leave – she is adopting a child with her partner Sanjeev who works for another organisation. 12 weeks into her adoption leave Mary decides she will return to work for 6 weeks after week 20 to assist her team with an important project. She provides her notification of entitlement immediately and curtails her adoption leave and pay from week 20. Sanjeev and his parents will alternate responsibilities in caring for their child during this 6 week period and therefore Sanjeev will take shared parental leave and pay for 3 weeks in discontinuous blocks of 1 week each. After 6 weeks at work, Mary goes onto shared parental leave until the first anniversary of their child’s adoption.	Week (from start of adoption leave)	Mary	Sanjeev
	1	Adoption pay	
	2	Adoption pay	
	3	Adoption pay	
	4	Adoption pay	
	5	Adoption pay	
	6	Adoption pay	
	7	Adoption pay	
	8	Adoption pay	
	9	Adoption pay	
	10	Adoption pay	
	11	Adoption pay	
	12	Adoption pay	
	13	Adoption pay	
	14	Adoption pay	
	15	Adoption pay	
	16	Adoption pay	
	17	Adoption pay	
	18	Adoption pay	
	19	Adoption pay	
	20	Adoption pay	
	21	At Work	ShPP – not a LBU employee
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	23		ShPP – not a LBU employee
	24		
	25		ShPP – not a LBU employee
	26		
	27	Shared parental pay – 50% average weekly earnings plus statutory shared parental pay	
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	35		
	36		
	37	Shared parental pay – Statutory shared parental pay	
	38		
	39		
	40 - 52	Unpaid shared parental leave	

Total no. weeks adoption pay: 20 weeks
Total no. weeks ShPP available (to be shared between Mary & Sanjeev): 19 weeks (39–20)

Mary will receive adoption pay for weeks 1-20. This leaves 19 weeks’ ShPP available to Mary and Sanjeev to share. Sanjeev is only taking 3 weeks ShPP so this leaves 16 weeks ShPP available to Mary. However, she cannot be paid for leave taken after week 39 and therefore they lose 3 weeks of ShPP.

The table opposite demonstrates the amount Mary will receive in ShPP payments.

Example 3

Josh is a Leeds Beckett University employee and his wife Alicia, who is pregnant, works for another organisation. Alicia gives notice to opt into shared parental leave two months before the birth of their child. She states she wishes to curtail her maternity leave and pay two weeks after the birth – their baby arrives early so she does not take any maternity leave or pay prior to the birth. Total no. weeks maternity pay: 2 weeks Total no. weeks ShPP available (to be shared between Josh and Alicia): 37 weeks (39 – 2) Following his 2 weeks paternity leave, Josh takes 4 weeks paid shared parental leave. He then returns to work but decides he wishes to take a further 4 weeks leave at a later date. He knows he will not be paid if he takes his leave 39 weeks after the start of Alicia’s maternity pay period, so he decides to take his leave just before this cut off point. He is taking 8 weeks paid shared parental leave in total and will receive payment at the rate available for weeks 3-10. He provides confirmation from Alicia that she is taking 29 weeks of ShPP (and 13 weeks unpaid ShPL) and then returning to work. The table opposite demonstrates the amount Josh will receive in ShPP payments.	Week (from start of maternity leave)	Josh	Alicia
		1	Paternity pay
	2	Paternity pay	Maternity pay
	3	Shared parental pay – 90% average weekly earnings	ShPP – not a Leeds Beckett employee
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	21		
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	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	32		Unpaid shared parental leave
	33		
	34		
	35		
	36	Shared parental pay – 90% average weekly earnings	
	37		
	38		
	39		
	40		
	41		
	42		
	43		
	44		
	45-52		

Example 4

Jamie is a Leeds Beckett University employee and their wife Emma, who is pregnant, is self employed. Emma is eligible to receive Maternity Allowance. She informs the benefits office that she wishes to stop her Maternity Allowance after 6 weeks (and will start her maternity leave immediately following the birth).	Week (from start of maternity leave)	Jamie	Emma
<p>Total no. weeks maternity pay: 6 weeks Total no. weeks ShPP available: 33 weeks (39 – 6)</p> <p>As Emma is self employed, she is not entitled to receive any Shared Parental Pay. So all 33 weeks of Shared Parental Pay are available to Jamie.</p> <p>Jamie decides to take 24 weeks of shared parental leave, to follow straight after 2 weeks paternity/partner leave. As Emma has taken 6 weeks of maternity leave and pay, Jamie will receive 4 weeks of shared parental pay at 90% of average weekly earnings, followed by 20 weeks at 50% plus statutory ShPP.</p> <p>The table opposite demonstrates the amount Jamie will receive in ShPP payments.</p>	1	Paternity pay	Maternity allowance
	2	Paternity pay	
	3	Shared parental pay – 90% average weekly earnings	
	4		
	5		
	6		
	7	Shared parental pay – 50% average weekly earnings plus statutory shared parental pay	
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	23		
	24		
	25		
	26		
27 - 52			