

This document illustrates some potential patterns of how Shared Parental Leave (SPL) might be taken by parents. An employee must give a minimum of eight weeks' notice before the intended start of a period of SPL.

**Please note:** the amount of SPL and Shared Parental Pay (ShPP) available to parents depends on the length of the maternity leave taken by the mother (minimum of two weeks following the birth of the child). SPL and ShPP are created from the remaining weeks of maternity leave/pay entitlement, therefore up to a maximum of 50 weeks' leave and 37 weeks' pay could be available under SPL/ShPP.

As full pay is only available in the first 26 weeks from the start of the maternity leave period, any entitlement to full pay under SPL arrangements will be reduced by the number of weeks spent by the mother on maternity leave (regardless of her employer), and therefore there would only be up to a maximum of 24 weeks available at full pay for University employees, under SPL. Where the mother is not an employee of the University, she is not entitled to any pay from the University of Oxford. It is the parents' responsibility to communicate the details of how their SPL and ShPP will be split between them, to their respective employers.

Key

Maternity leave	Shared Parental Leave - statutory pay (if eligible)
Paternity leave	Shared Parental Leave - unpaid
Shared Parental Leave - full pay (if eligible)	at work / not on SPL

Partner takes SPL straight after paternity leave and at the same time as the mother. Partner then returns to work after 12 weeks of leave in total, 10 of which are SPL on a full-pay basis.

Mother's entitlement to full pay ends at the end of week 16, as her partner took 10 weeks during the period they were entitled to full pay, ie within the first 26 weeks from the start of maternity leave.

**Example 1 - continuous block of leave for the mother. The leave is split by the partner into two blocks. Both parents are University employees.**

**Mother's leave:** 12 weeks' maternity leave and 14 weeks' SPL  
**Partner's leave:** 26 weeks' SPL in total (in two separate blocks)

Mother's maternity leave ends after 12 weeks and she immediately commences SPL.

Child is born.

Leave in weeks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Week starting	17/05/2015	24/05/2015	31/05/2015	07/06/2015	14/06/2015	21/06/2015	28/06/2015	05/07/2015	12/07/2015	19/07/2015	26/07/2015	02/08/2015	09/08/2015	16/08/2015	23/08/2015	30/08/2015	06/09/2015	13/09/2015
Mother	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Partner		1	2	1	2	3	4	5	6	7	8	9	10					

Leave in weeks	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36
Week starting continued	20/09/2015	27/09/2015	04/10/2015	11/10/2015	18/10/2015	25/10/2015	01/11/2015	08/11/2015	15/11/2015	22/11/2015	29/11/2015	06/12/2015	13/12/2015	20/12/2015	27/12/2015	03/01/2016	10/01/2016	17/01/2016
Mother	19	20	21	22	23	24	25	26										
Partner									11	12	13	14	15	16	17	18	19	20

Leave in weeks	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52
Week starting continued	24/01/2016	31/01/2016	07/02/2016	14/02/2016	21/02/2016	28/02/2016	06/03/2016	13/03/2016	20/03/2016	27/03/2016	03/04/2016	10/04/2016	17/04/2016	24/04/2016	01/05/2016	08/05/2016
Mother																
Partner	21	22	23	24	25	26										

Statutory payments are exhausted at week 29 (partner's week 13), as the mother took 26 continuous weeks of paid leave and partner took 13 weeks in total, adding up to 39 weeks in total.

Partner uses 26 weeks of SPL in total. SPL entitlement is exhausted at week 42 (from the start of maternity leave), as there is a total of 52 weeks available inclusive of maternity.

Mother returns to work after 26 weeks of leave; maternity leave (12) at full pay and SPL (14), 4 weeks of which are on full pay and the remaining 10 at statutory ShPP.

**Example 2 - continuous blocks of leave for both parents. The mother is an employee of the University and the partner works for another employer.**

**Mother's leave:** 26 weeks' maternity leave only  
**Partner's leave:** 26 weeks' SPL

Mother returns to work after 26 weeks' maternity leave paid at the full rate of pay, and converts to SPL.

Partner starts SPL, and is entitled to statutory ShPP for 13 weeks.

Child is born.

Leave in weeks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Week starting	07/06/2015	14/06/2015	21/06/2015	28/06/2015	05/07/2015	12/07/2015	19/07/2015	26/07/2015	02/08/2015	09/08/2015	16/08/2015	23/08/2015	30/08/2015	06/09/2015	13/09/2015	20/09/2015	27/09/2015	04/10/2015
Mother	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Partner			1	2														

Leave in weeks	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36
Week starting continued	11/10/2015	18/10/2015	25/10/2015	01/11/2015	08/11/2015	15/11/2015	22/11/2015	29/11/2015	06/12/2015	13/12/2015	20/12/2015	27/12/2015	03/01/2016	10/01/2016	17/01/2016	24/01/2016	31/01/2016	07/02/2016
Mother	19	20	21	22	23	24	25	26										
Partner									1	2	3	4	5	6	7	8	9	10

Leave in weeks	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52
Week starting continued	14/02/2016	21/02/2016	28/02/2016	06/03/2016	13/03/2016	20/03/2016	27/03/2016	03/04/2016	10/04/2016	17/04/2016	24/04/2016	01/05/2016	08/05/2016	15/05/2016	22/05/2016	29/05/2016
Mother																
Partner	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Partner returns to work after 26 weeks' leave, 13 of which were paid at statutory ShPP. There is no statutory ShPP available.

**Example 3 - discontinuous blocks of leave by both parents. Primary adopter works for another employer and the partner is an employee of the University.**

**Primary adopter's leave :** 2 weeks' adoption leave and 23 weeks' SPL, in total  
**Partner's leave :** 27 weeks' SPL

Child is placed for adoption.		Primary adopter ends adoption leave and commences SPL.				Partner takes 4 weeks' leave (2 weeks' paternity and 2 weeks' SPL, at full pay) and then returns to work for 16 weeks.												
Leave in weeks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Week starting	07/06/2015	14/06/2015	21/06/2015	28/06/2015	05/07/2015	12/07/2015	19/07/2015	26/07/2015	02/08/2015	09/08/2015	16/08/2015	23/08/2015	30/08/2015	06/09/2015	13/09/2015	20/09/2015	27/09/2015	04/10/2015
Primary adopter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Partner	1	2	1	2														
Leave in weeks	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36
Week starting continued	11/10/2015	18/10/2015	25/10/2015	01/11/2015	08/11/2015	15/11/2015	22/11/2015	29/11/2015	06/12/2015	13/12/2015	20/12/2015	27/12/2015	03/01/2016	10/01/2016	17/01/2016	24/01/2016	31/01/2016	07/02/2016
Primary adopter	19	20													21	22	23	24
Partner			3	4	5	6	7	8	9	10	11	12	13	14				
Leave in weeks	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52		
Week starting continued	14/02/2016	21/02/2016	28/02/2016	06/03/2016	13/03/2016	20/03/2016	27/03/2016	03/04/2016	10/04/2016	17/04/2016	24/04/2016	01/05/2016	08/05/2016	15/05/2016	22/05/2016	29/05/2016		
Primary adopter	25																	
Partner		15	16	17	18	19	20	21	22	23	24	25	26	27				
Primary adopter ends SPL at week 37, after a total of 25 weeks of combined adoption leave (2) and SPL (23).		Primary adopter takes 18 weeks' SPL, then returns to work for 12 weeks.					Partner takes the remaining 13 weeks of leave on unpaid basis.											

**Example 4 - continuous blocks of leave taken by both parents. The mother works for another employer and the partner is an employee of the University.**

**Mother's leave :** 6 weeks' maternity leave and 42 weeks' SPL  
**Partner's leave :** 4 weeks' SPL

Child is born.		Mother ends maternity leave after 6 weeks and commences SPL.					Partner takes 4 weeks' SPL at the rate of full pay.											
Leave in weeks	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Week starting	10/01/2016	17/01/2016	24/01/2016	31/01/2016	07/02/2016	14/02/2016	21/02/2016	28/02/2016	06/03/2016	13/03/2016	20/03/2016	27/03/2016	03/04/2016	10/04/2016	17/04/2016	24/04/2016	01/05/2016	08/05/2016
Mother	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Partner		1	2				1	2	3	4								
Leave in weeks	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36
Week starting continued	15/05/2016	22/05/2016	29/05/2016	05/06/2016	12/06/2016	19/06/2016	26/06/2016	03/07/2016	10/07/2016	17/07/2016	24/07/2016	31/07/2016	07/08/2016	14/08/2016	21/08/2016	28/08/2016	04/09/2016	11/09/2016
Mother	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Partner																		
Leave in weeks	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52		
Week starting continued	14/02/2016	21/02/2016	28/02/2016	06/03/2016	13/03/2016	20/03/2016	27/03/2016	03/04/2016	10/04/2016	17/04/2016	24/04/2016	01/05/2016	08/05/2016	15/05/2016	22/05/2016	29/05/2016		
Mother	37	38	39	40	41	42	43	44	45	46	47	48						
Partner																		
Mother has no entitlement to statutory SHPP throughout weeks 36 - 48 of her SPL period.													Statutory payments end at the end of week 35 (mother's 35 weeks of leave plus her partner's 4 weeks = 39 weeks of statutory payments exhausted).					