**Shared Parental Leave Flowchart Appendix C**

The process of applying for Shared Parental Leave can commence before or after a child is born or adopted. If it commences before, the process can be revoked within 6 weeks of the birth/adoption. If not, the request for Shared Parental Leave is binding. All notices issued by an employee in connection with Shared Parental Leave, need to be received by the line manager at least 8 weeks in advance.

Employee notifies line manager of entitlement to Shared Parental Leave

Yes

Appendix C

No

Yes

Does the employee wish to vary their planned return date?

Mother/primary adopter notifies employer of an intention to end Maternity/Adoption Leave and take Shared Parental Leave. Forms to complete: end of maternity/adoption; notice of entitlement and Intention to take ShPL and Period of Leave Notice

See [**Work Life Balance Policy**](http://www.ucl.ac.uk/hr/docs/work_life_balance.php)

Agree with line manager amended date for return

2 week consideration period commences, during which the dates of leave are discussed and agreed with the line manager

It is authorised/rejected by the line manager

Employee completes Variation request form if less than 3 periods of leave booked. NB This ends the entitlement to Occupational Pay by requesting to change the start and/or end date of a first or second agreed period of leave

**Leave Variation Notice ONLY**

No

No

No

Yes

Employee returns to work

Does the employee wish to vary their hours on return?

Does the employee wish to vary their leave?

No

It is authorised by the line manager

Is the request a first notice for between 1 – 3 blocks of leave?

UCL employee submits request to line manager for between 1 and 3 blocks of Shared Parental Leave