

**Checklist for arranging Shared Parental Leave**

Employers and employees may use this checklist to ensure everything is in place, and keep it as a record of actions taken.

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| Action | Completed (insert date & notes) |
| Does the employee know what the University policy is on SPL? |  |
| Has maternity/adoption leave/pay ended or has a date been confirmed when it will end? |  |
| Has the employee correctly completed a notice of entitlement to take SPL? |  |
| How much SPL does the employee have available for them to take? |  |
| Has a meeting been arranged to discuss possible leave? |  |
| Has a notice to book leave been made? |  |
| Has a meeting to discuss the notice to book SPL been arranged? |  |
| Has contact during SPL been discussed? |  |
| Has a response to the notice to book  SPL been given within 14 calendar days? |  |
| What leave period has been arranged? |  |
| How many notices to book leave are remaining? |  |
| How much SPL does the employee still have available for them to take? |  |