



System User Guide

Employee Guide to Shared Parental Leave

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

Contents

Introduction	2
In Brief	2
Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement.....	2
Mother/Lead Adopter – Cancellation of Curtailment.....	2
In Detail	4
Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement.....	4
Mother/Lead Adopter – Cancellation of Curtailment.....	9
Partner – Notice of Entitlement.....	15
Booking Leave (continuous and discontinuous).....	15
SPLIT Days.....	16
Varying/Cancelling Booked Leave.....	16
Version History	17
Reviewers & Approvers	17

Introduction

This user guide explains how to use People and Money to apply for Shared Parental Leave (SPL) whether you are the mother/lead adopter or partner.

If you are currently on Maternity or Adoption Leave, you (referred to as mother/lead adopter in this guide) will need to curtail that leave before HR Ops can book your SPL Leave.

If you are the partner to someone currently on Maternity or Adoption leave, you (referred to as the Partner in this guide) can submit your Notice of Entitlement once your partner's leave is curtailed. You should read the [Shared Parental Leave Policy](#) to check your eligibility, entitlement and pay options.

Any existing absences that clash with the leave request should be deleted prior to booking the absence. Please see the section, 'Editing an Absence before the start date' within the Employee Guide to Family Leave user guide for further information.

This is the [link](#) to the Guide to Shared Parental Leave if you need more in depth information on SPL.

In Brief

Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement

Before Shared Parental Leave (SPL), you must curtail your Maternity or Adoption Leave. You must also submit your notice of entitlement. Both of these can be completed on a single form:

1. Download and complete the **Curtailment and Entitlement form** from the [A to Z List of HR Forms](#) webpage.
2. Submit the form by raising a service request from the Help Desk tab.

For detailed guidance, see the next section.

Mother/Lead Adopter – Cancellation of Curtailment

1. Download and complete the **Curtailment Cancellation form** from the [A to Z List of HR Forms](#) webpage.
2. Submit the form by raising a service request from the **Help Desk** tab.
3. To raise the service request, log into the **People and Money** system.
4. From the Homepage click on the **Help Desk tab** and then the **Service Requests app**.

5. If you cannot see the Help Desk tab on the bar, click on the > to move to the next screen and click on the **Service Requests** tile.
6. Click on **Create Service Request**.
7. In the **Title** field, enter a summary explanation for the request.
8. Click on the folder icon next to the **Category** field.
9. Click on the arrow next to **Forms** to expand the category then click on the arrow next to **Interim Forms**.
10. Click **Shared Parental Leave** and click **OK**.
11. The **Primary Point of Contact** will default to your name. Click on the plus sign next to **Attachments** to upload and attach the form.
12. Select the **Category(Shared Parental Leave – associated documents)** from the drop down.
13. Click on **Choose Files** to upload the form. Click **OK** once the form is loaded.
14. Click **Save and Close** to submit the service request.

Once your form is processed, your maternity record will be updated, and you will receive a reply to your request via the service request confirming the cancellation.

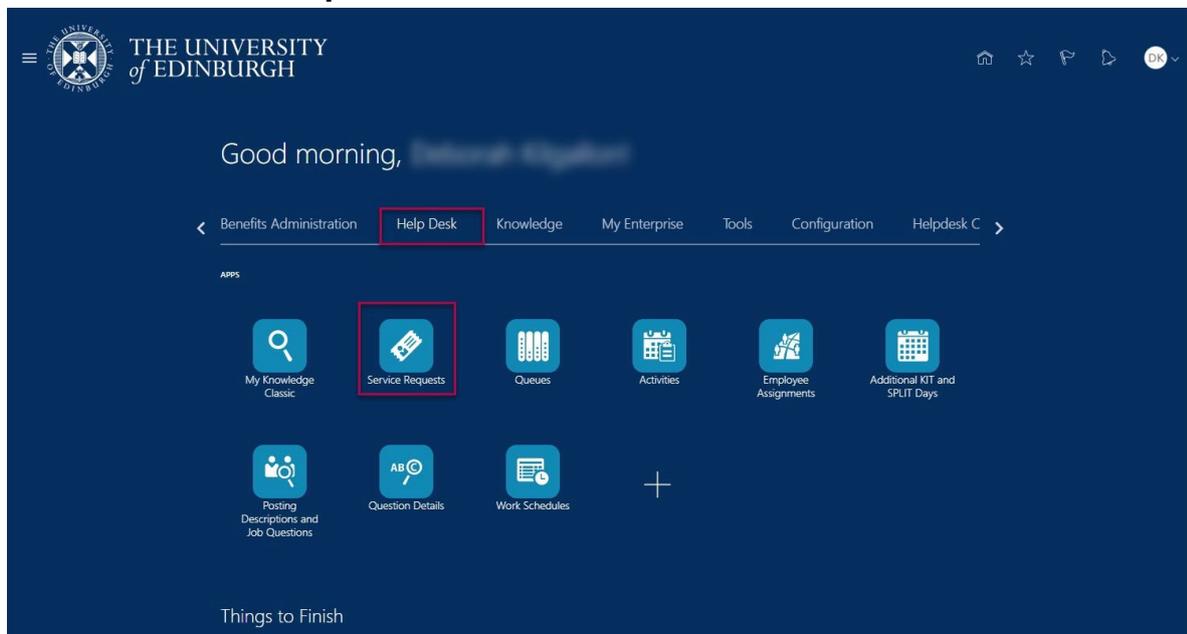
In Detail

Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement

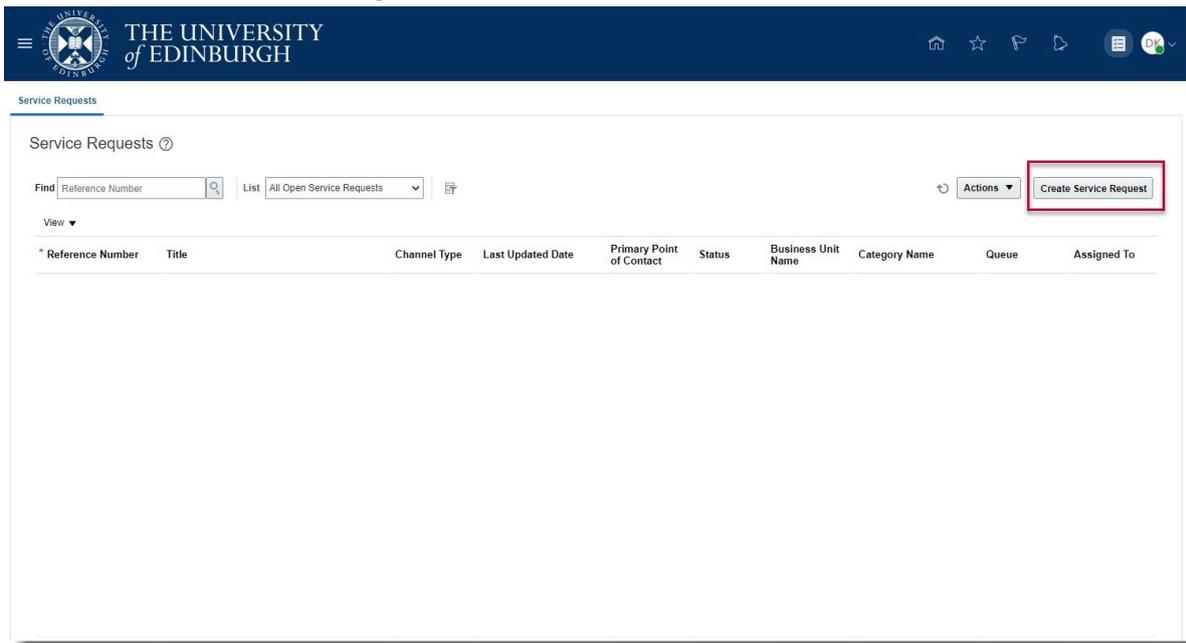
If you or your partner plan to use Shared Parental Leave (SPL), you must first curtail your Maternity or Adoption Leave. If you also plan to take SPL, you will need to complete the Notice of Entitlement as well.

To do this:

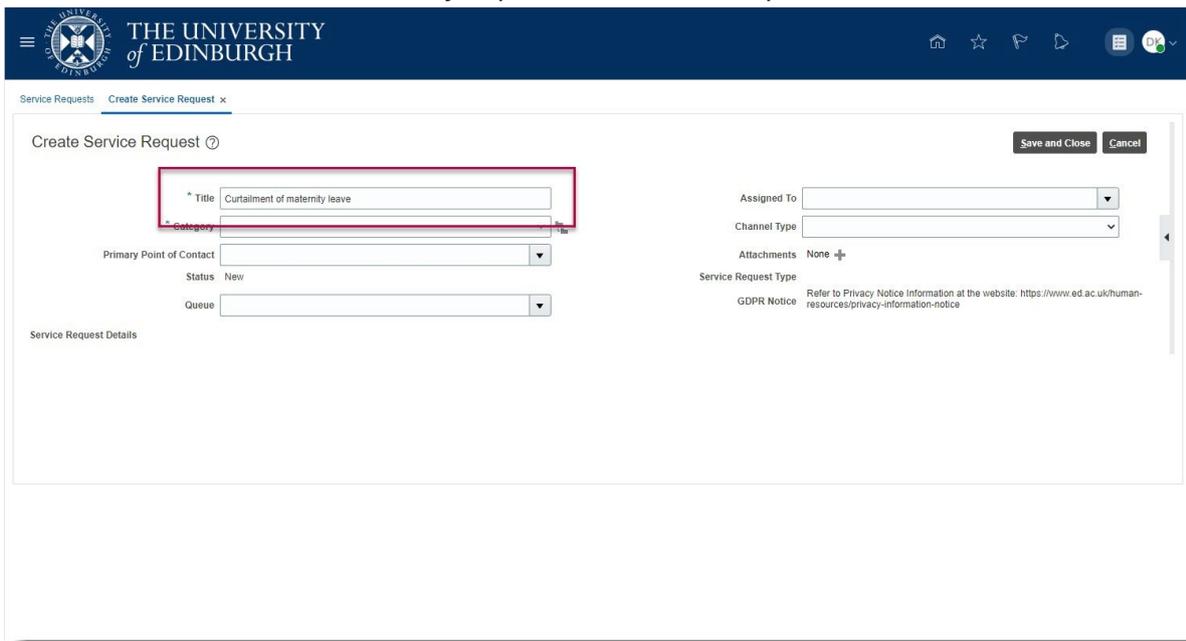
1. First download the **Curtailment and Entitlement form** from the [A to Z List of HR Forms](#) webpage.
2. Complete the curtailment section of the form; if you are planning to take SPL, complete the Notice of Entitlement as well. Submit the form by raising a service request.
3. To raise a service request, log into the **People and Money** system.
4. From the Homepage click on the **Help Desk tab** and then the **Service Requests app**.
5. If you cannot see the **Help Desk** tab on the bar, click on the > to move to the next screen and click on the **Service Requests** tile.



6. Click on **Create Service Request**.



7. In the **Title** field, enter a summary explanation for the request.



8. Click on the folder icon next to the **Category** field.

The screenshot shows the 'Create Service Request' form. The 'Category' field is highlighted with a red box, indicating the folder icon next to it. The form includes the following fields and options:

- * Title: [Text input]
- * Category: [Dropdown menu with folder icon highlighted]
- Primary Point of Contact: Harriet Haricot-Bean
- Status: New
- Assigned To: [Text input]
- Channel Type: [Text input]
- Attachments: None
- Service Request Type: Refer to Privacy Notice Information at the website: <https://www.ed.ac.uk/human-resources/privacy-information-notice>
- GDPR Notice: Refer to Privacy Notice Information at the website: <https://www.ed.ac.uk/human-resources/privacy-information-notice>

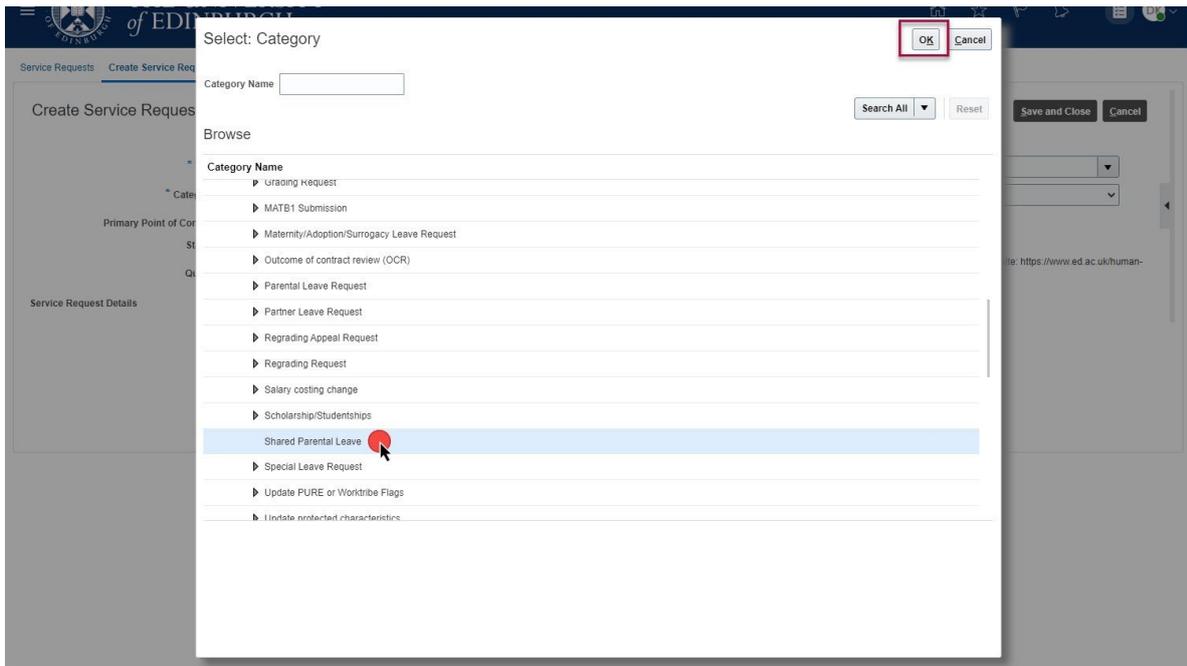
Buttons: Save and Close, Cancel

9. Click on the arrow next to **Forms** to expand the category then click on the arrow next to **Interim Forms**.

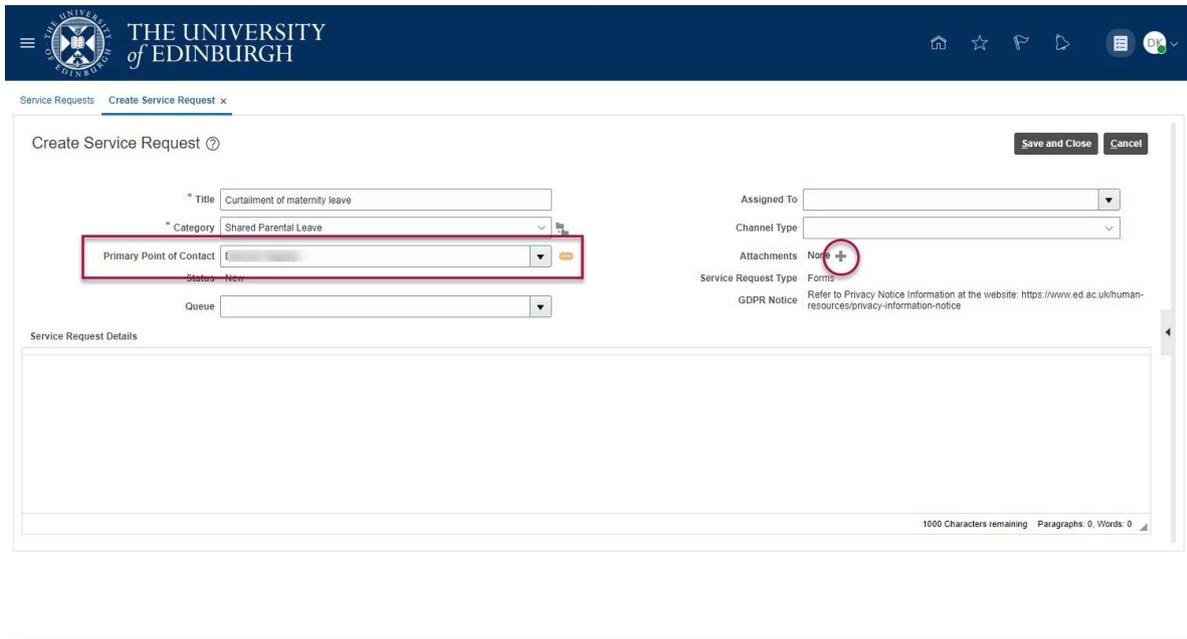
The screenshot shows the 'Select: Category' dialog box. The 'Forms' category is expanded, and the 'Interim Forms' sub-category is highlighted with a red box. The dialog includes the following elements:

- Category Name: [Text input]
- Search All: [Dropdown menu]
- Reset: [Button]
- OK: [Button]
- Cancel: [Button]
- Browse section:
 - Category Name
 - ▶ Case
 - ▶ Enquiry
 - ▶ Forms (highlighted with red box)
 - ▶ Amend or cancel a termination
 - ▶ Change grade or salary of an employee
 - ▶ Change grade or salary of group of employees
 - ▶ Disability Adjustment
 - ▶ Employee Seconded Externally
 - ▶ End a secondment earlier than planned
 - ▶ Interim Forms (highlighted with red box)
 - ▶ Add a new work location
 - ▶ Add new work schedule
 - ▶ Add, amend or end an allowance

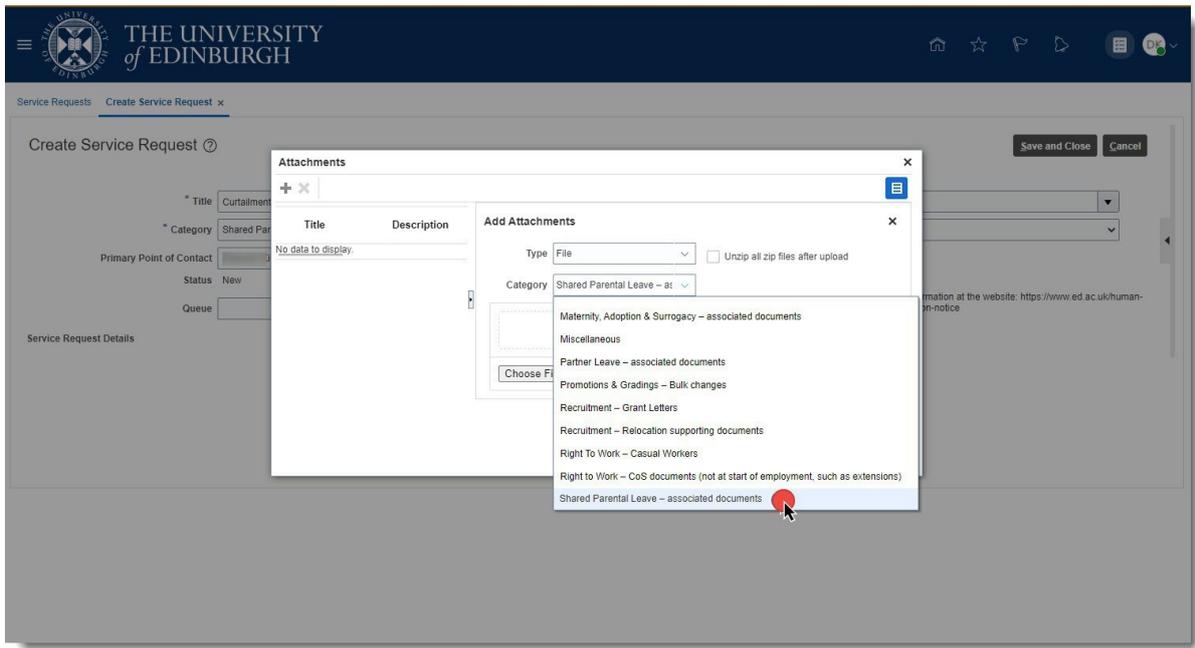
10. Click **Shared Parental Leave** and click **OK**.



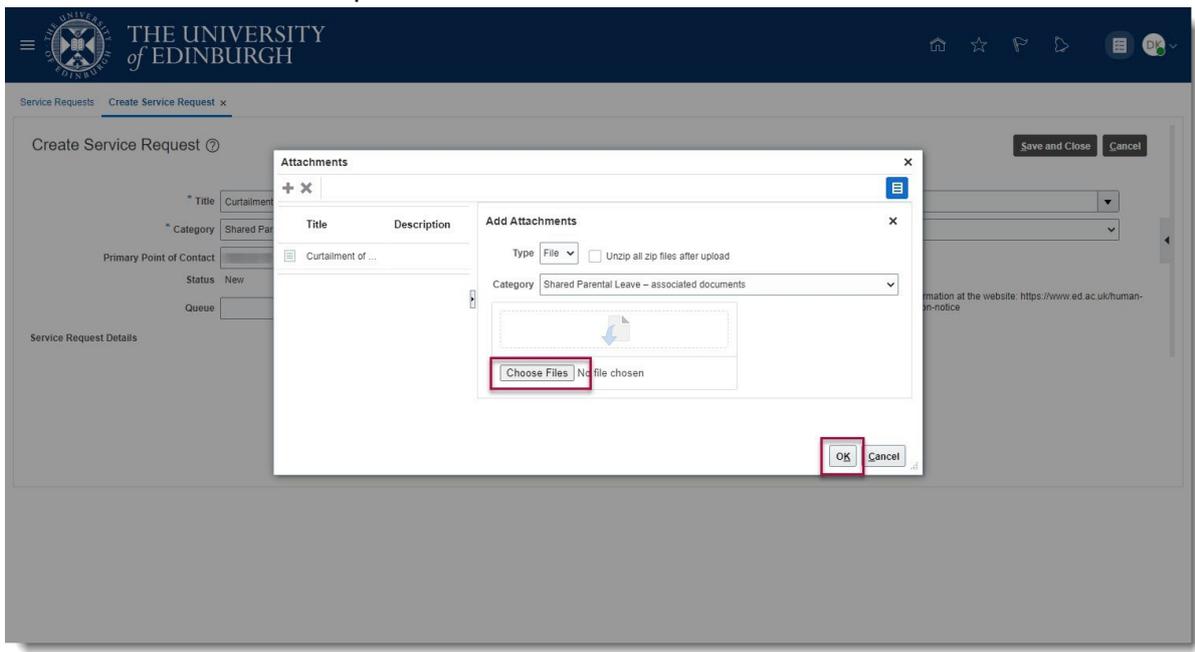
11. The **Primary Point of Contact** will default to your name. Click on the **plus sign (+)** next to **Attachments** to upload and attach the completed form.



12. Select the **Category (Shared Parental Leave – associated documents)** from the drop down menu.



13. Click on **Choose Files** to upload the form. Click **OK** once the form is loaded.



14. Click **Save and Close** to submit the service request.

The screenshot shows the 'Create Service Request' form in the University of Edinburgh's Service Requests system. The form is titled 'Create Service Request' and includes the following fields:

- * Title: Curtailment of maternity leave
- * Category: Shared Parental Leave
- Primary Point of Contact: [Redacted]
- Status: New
- Queue: [Redacted]
- Assigned To: [Redacted]
- Channel Type: [Redacted]
- Attachments: Curtailment of maternity leave
- Service Request Type: Enquiry
- GDPR Notice: Refer to Privacy Notice Information at the website: <https://www.ed.ac.uk/human-resources/privacy-information-notice>

The 'Save and Close' button is highlighted with a red box in the top right corner of the form.

15. On receipt of the form, HR Operations will check your eligibility to take SPL. You will receive a reply to your request via the Service Request; your line manager will be copied in as well. The reply will include either a confirmation letter or details to explain your ineligibility (if that is the case).

16. If you are eligible, HR Operations will book your Shared Parental Leave in People and Money as you will not have access to the correct Absence Type.

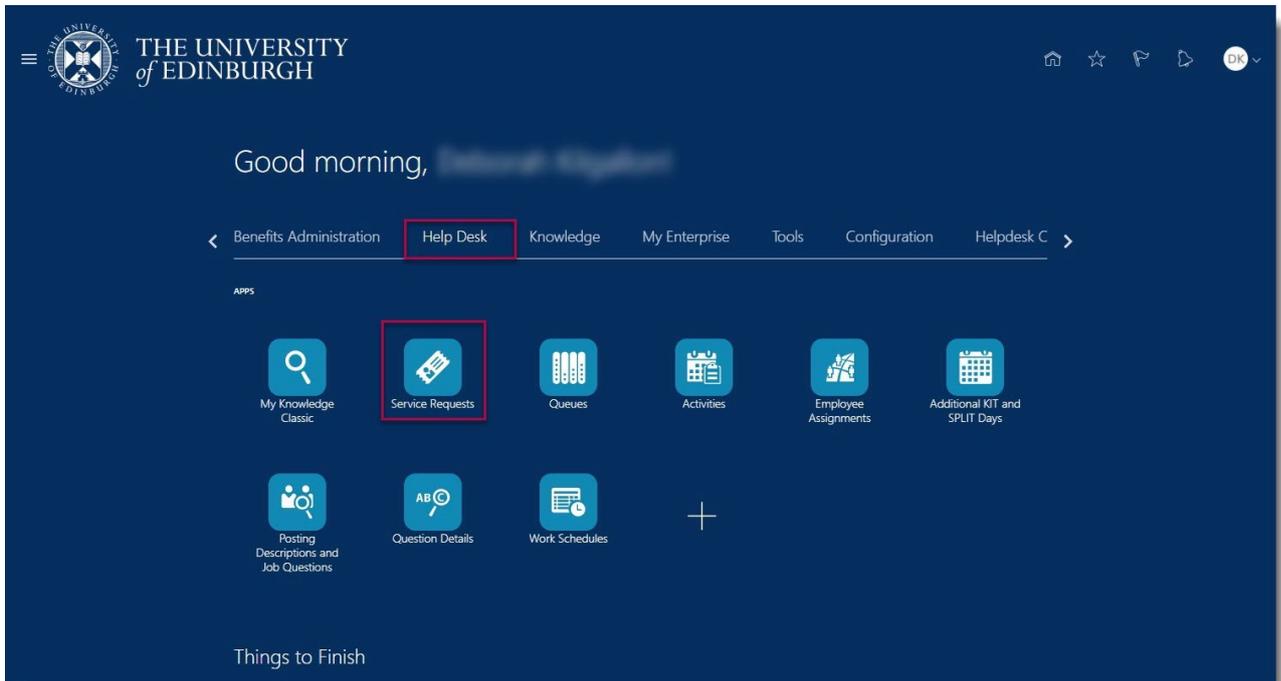
Mother/Lead Adopter – Cancellation of Curtailment

A situation could occur where you need to cancel your curtailment to remain on Maternity or Adoption Leave, and no longer take SPL. In this circumstance you will need to complete and submit the Curtailment Cancellation form.

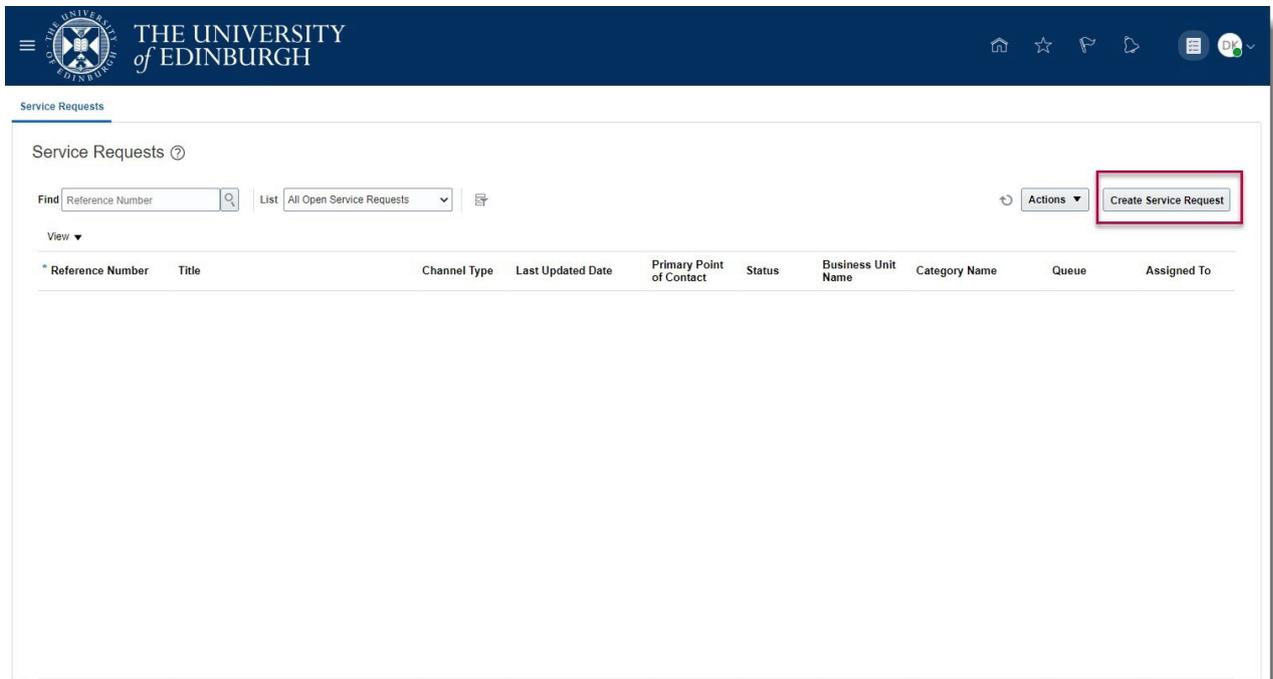
The process to submit the form is the same as the steps of [Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement](#) section, please refer to these steps.

1. Download and complete the **Curtailment Cancellation form** from the [A to Z List of HR Forms | The University of Edinburgh](#) webpage.
2. Submit the form by raising a service request from the **Help Desk** tab.
3. To raise the service request, log into the **People and Money** system.
4. From the Homepage click on the **Help Desk tab** and then the **Service Requests app**.

5. If you cannot see the Help Desk tab on the bar, click on the > to move to the next screen and click on the **Service Requests** tile.



6. Click on **Create Service Request**.



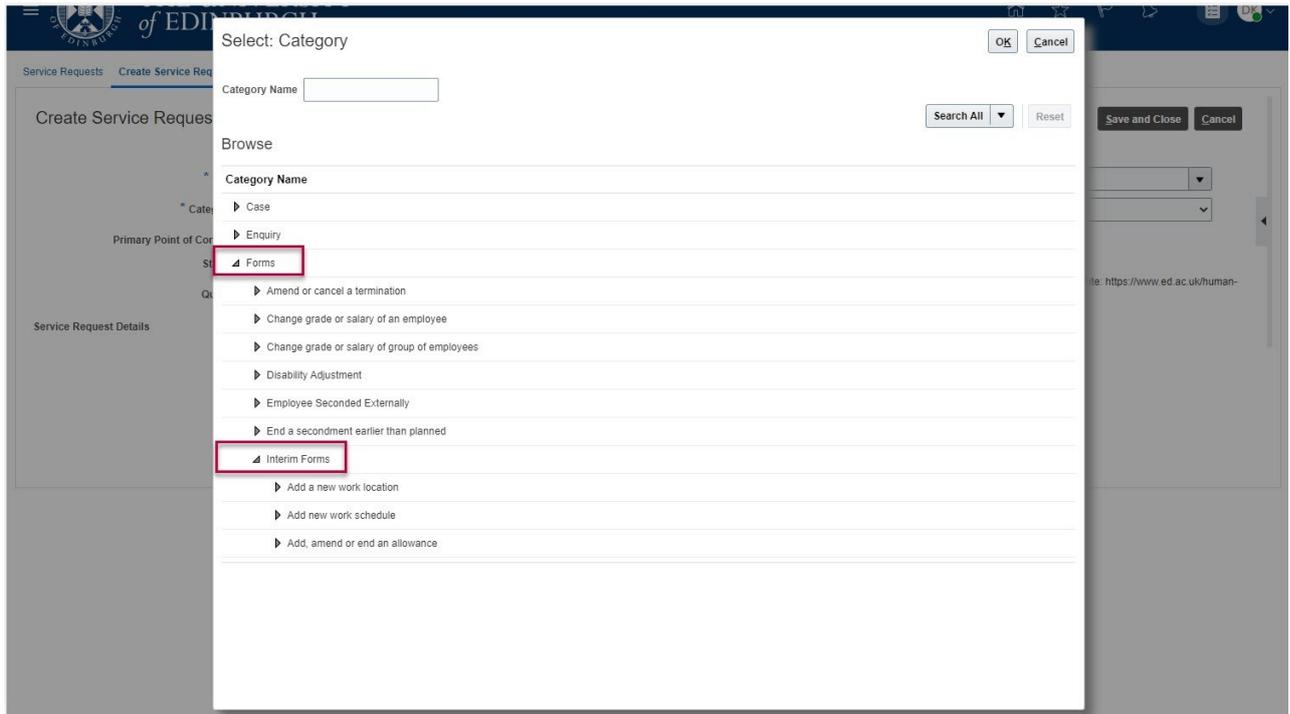
7. In the **Title** field, enter a summary explanation for the request.

The screenshot shows the 'Create Service Request' form. The 'Title' field is highlighted with a red box and contains the text 'Cancel curtailment of maternity leave'. Other fields include 'Category', 'Primary Point of Contact', 'Status' (set to 'New'), and 'Queue'. On the right, there are dropdowns for 'Assigned To' and 'Channel Type', and a section for 'Attachments' (set to 'None'). A 'GDPR Notice' link is provided. At the bottom right, it shows '1000 Characters remaining'.

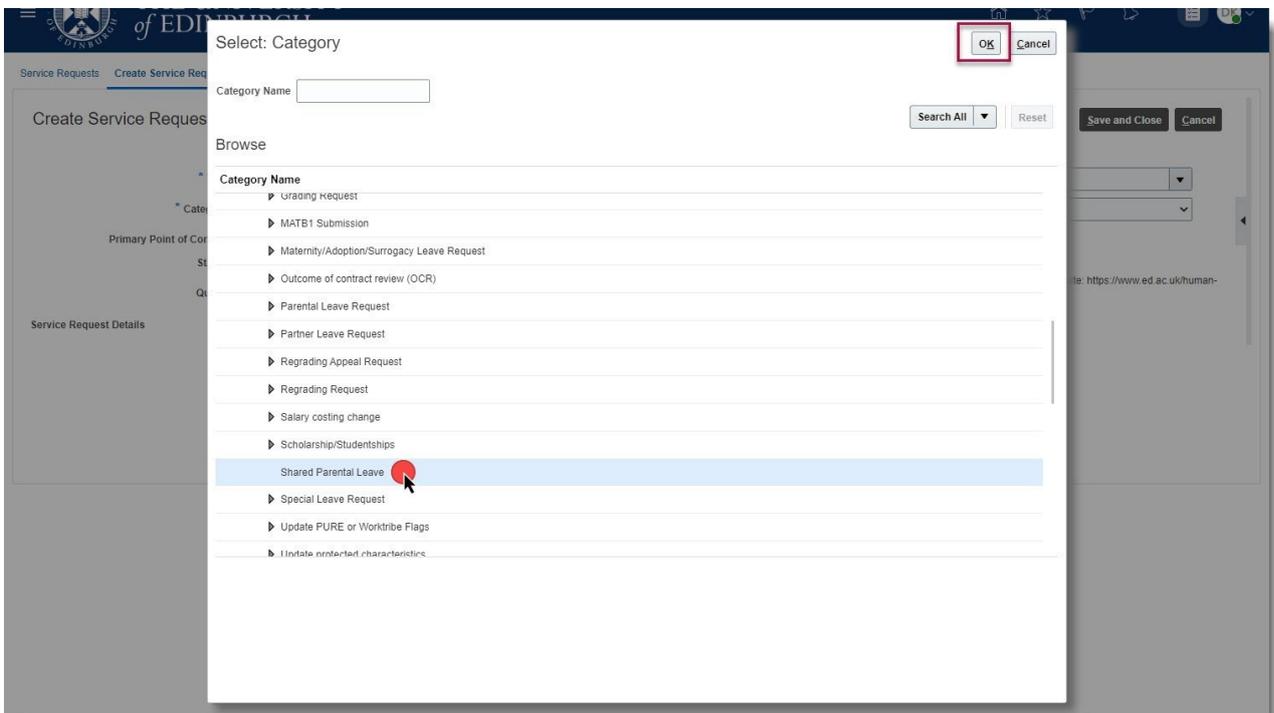
8. Click on the folder icon next to the **Category** field.

The screenshot shows the 'Create Service Request' form. The 'Category' field is highlighted with a red box, and a folder icon is visible next to it. The 'Title' field is empty. The 'Primary Point of Contact' is set to 'Harriet Haricot-Bean'. The 'Status' is 'New'. On the right, there are dropdowns for 'Channel Type' and 'Assigned To', and a section for 'Attachments' (set to 'None'). A 'GDPR Notice' link is provided. At the bottom right, it shows '1000 characters remaining'.

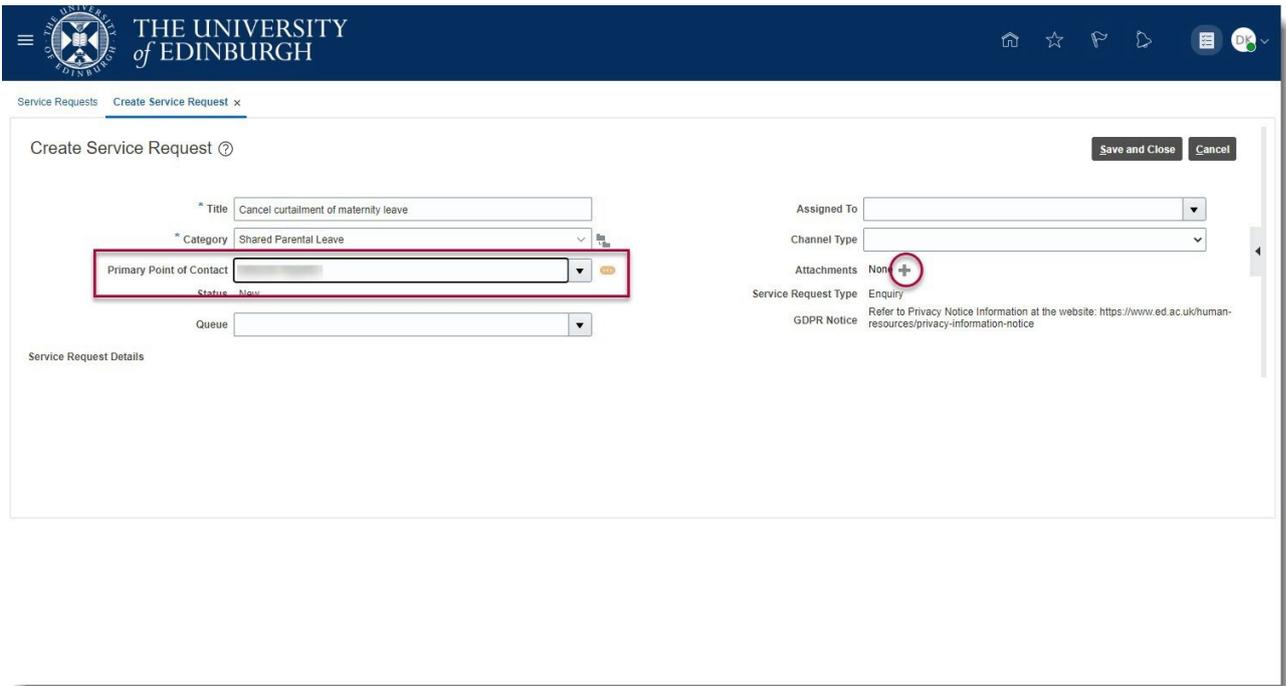
9. Click on the arrow next to **Forms** to expand the category then click on the arrow next to **Interim Forms**.



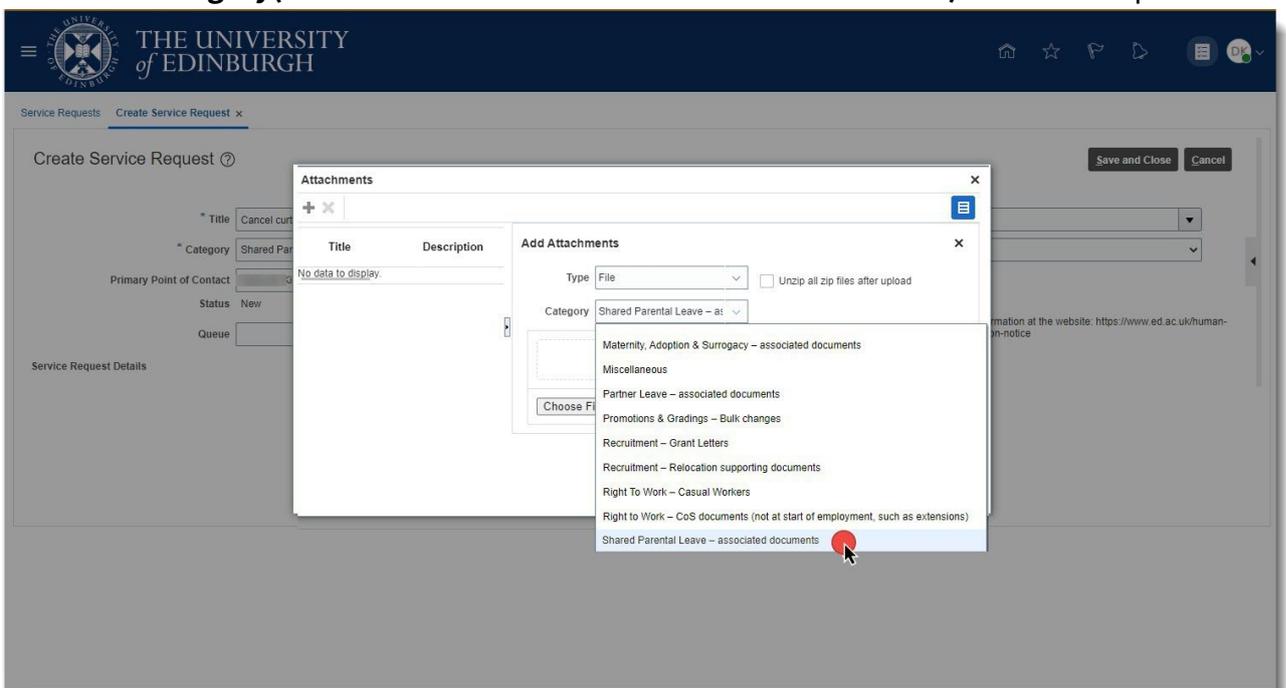
10. Click **Shared Parental Leave** and click **OK**.



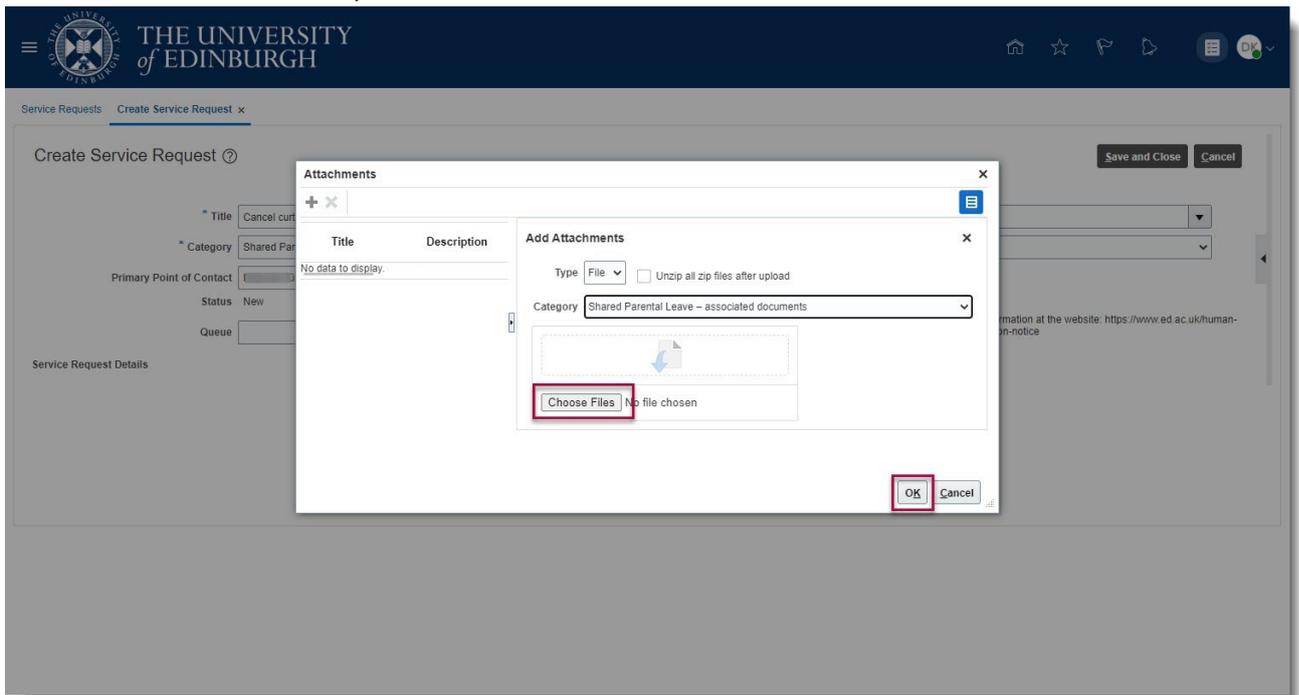
11. The **Primary Point of Contact** will default to your name. Click on the plus sign next to **Attachments** to upload and attach the form.



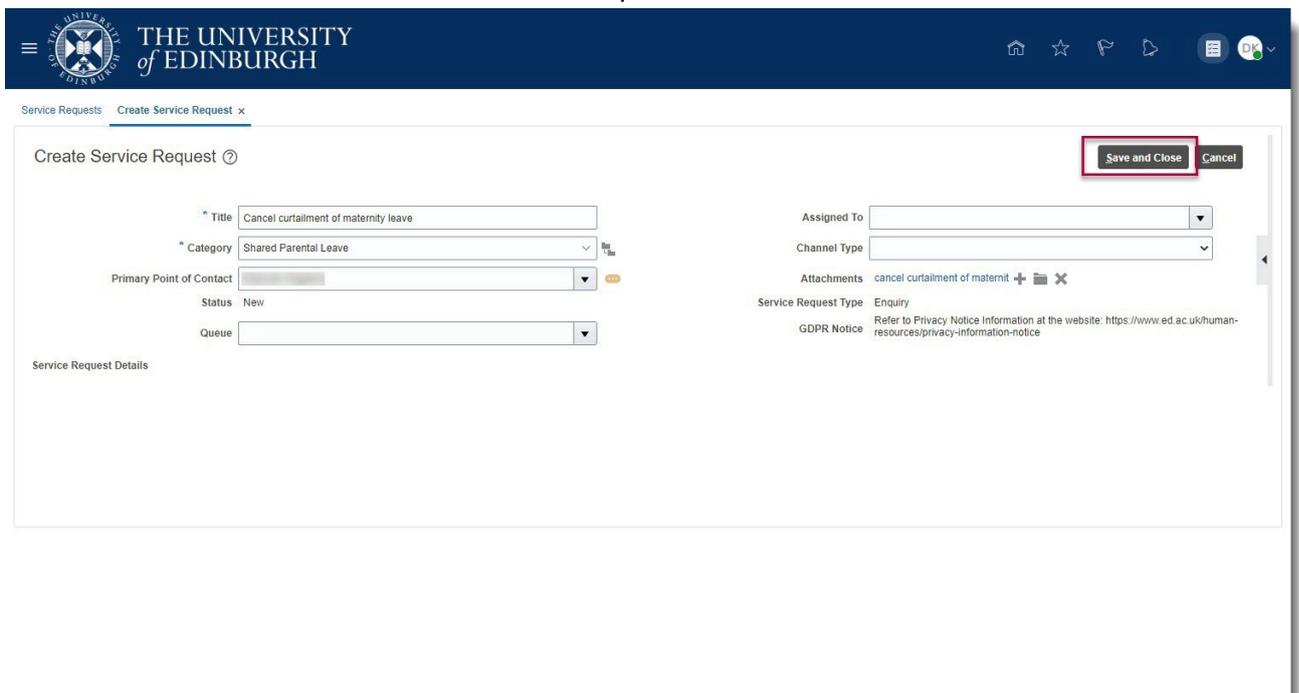
12. Select the **Category(Shared Parental Leave – associated documents)** from the drop down.



13. Click on **Choose Files** to upload the form. Click **OK** once the form is loaded.



14. Click **Save and Close** to submit the service request.



Once your form is processed, your maternity record will be updated, and you will receive a reply to your request via the service request confirming the cancellation.

Partner – Notice of Entitlement

Once your partner, who is on Maternity or Adoption Leave, curtails their leave (which is required whether they work at UoE or not), you can submit your Notice of Entitlement to take Shared Parental Leave at the University.

The process to submit the form is the same as the steps of Mother/lead adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement section, please refer to these steps.

Once the HR Ops team receive your request, they will carry out a check to see if you are eligible. If you are eligible, you will receive confirmation of this from HR.

If you are not eligible, you will receive a reply to your service request with information regarding the details of ineligibility. If you are eligible, HR Ops will create the Leave in People and Money for you as you will not have the correct absence type to select when creating the leave.

Booking Leave (continuous and discontinuous)

Once HR Ops have confirmed your entitlement, all periods of SPL must be requested by completing a Booking Notice form. Once completed you or your line manager will send it to HR by attaching it to a Service Request with the category 'Shared Parental Leave'. The type of form you need to complete depends on your circumstances. Please see the list below and visit the [A to Z List of HR Forms | Human Resources](#) webpage to download the correct form.

- SPL3A Continuous Booking - Mother/Lead Adopter
- SPL3B Continuous Booking - Partner
- SPL4A Discontinuous Booking - Mother/Lead Adopter
- SPL4B Discontinuous Booking – Partner

If you have any existing leave that will overlap with your SPL dates, you must delete that leave before HR Operations can book your SPL.

If continuous leave is chosen, this is automatically approved. If discontinuous leave is chosen, your Line Manager will need to approve this leave before HR Operations can book the SPL dates for you in People and Money. Your Line Manager should approve the Discontinuous Booking Notice form and attach this to a Service Request with the category 'Shared Parental Leave'. HR Operations will acknowledge receipt and notify your Line Manager.

SPLIT Days

If you agree to attend any SPL In Touch (SPLIT) days, your line manager will request these for you.

Varying/Cancelling Booked Leave

You can vary/cancel booked leave provided you give 8 weeks' notice. You must notify HR by completing the [Varying/Cancelling Booked Shared Parental Leave form](#) and attaching this to a Service Request with the category 'Shared Parental Leave'.

The process to submit the form is the same as the steps of [Mother/Lead Adopter – Curtailment of Maternity/Adoption Leave & Notice of Entitlement](#) section, please refer to these steps.

Version History

Version	Date	Description	Approved By
1.1	N/A	DRAFT	
2.0	TBC	Updated guide to new format and added an 'In Brief' section for 'Mother/Lead Adopter – Cancellation of Curtailment'.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.