

Shared Parental Leave – Case Studies for Schools

Case Study 1 – Support Staff

Emma has worked for the school for 8 years as a Teaching Assistant and is due to have a child in early February. Her partner works full-time for a logistics company and has over 2 years' service. Emma is keen to return to work before the end of the academic year to maintain continuity with pupils she supports.

As both parents meet the eligibility criteria for shared parental leave (SPL) and statutory shared parental pay (ShPP), Emma decides to curtail her maternity leave after 26 weeks. This enables her to return to work in July.

The remaining 26 weeks of leave and pay are converted into SPL and ShPP. Emma's partner takes 10 weeks of SPL immediately following Emma's return to work, and Emma books a further 16 weeks of SPL later in the year.

Case Study 2 – Support Staff

Arran works for the school as a Site Manager and has 5 years' continuous service. His partner, who works for a private employer, intends to return to work 10 weeks after the birth of their child.

His partner provides notice to curtail her maternity leave, creating an entitlement to shared parental leave. Arran meets the eligibility criteria for SPL and ShPP and submits a notice of entitlement and intention, followed by a request to take 12 weeks of shared parental leave in a single continuous block.

As the request is for a continuous period of leave and the required notice has been provided, the school agrees to the leave. Arran receives statutory shared parental pay during this period.

Case Study 3 – Teacher

Sarah is a classroom teacher with 6 years' service and is due to have a baby in September. She initially plans to take maternity leave until the end of the academic year but decides she would prefer to return earlier and take additional leave later in the year.

Sarah gives notice to curtail her maternity leave at the Easter break, once her occupational maternity pay has ended, returning to work for the summer term. The remaining entitlement is converted into shared parental leave.

She submits a notice of entitlement requesting to take SPL in two separate blocks during the following autumn term. As this is a request for discontinuous leave, the school meets with Sarah to discuss the operational impact and agrees a revised pattern of leave aligned to half-term blocks.

Sarah receives statutory shared parental pay during her SPL periods.

Case Study 4 – Teacher

Tom and Aisha are both teachers employed at different schools and have both worked for their respective employers for over 3 years. Aisha is expecting a baby and plans to return to work shortly after the birth.

Aisha curtails her maternity leave after 12 weeks, creating 40 weeks of shared parental leave. Both parents are eligible for SPL and ShPP.

They agree that Tom will take 20 weeks of shared parental leave immediately after Aisha returns to work, while Aisha will take the remaining 20 weeks later in the year.

Tom submits the required notices to his school requesting a continuous period of leave, which is agreed. Both parents receive statutory shared parental pay during their respective periods of SPL.

Case Study 5 – Teacher

Sheona is a full-time teacher with 5 years' service and is due to have a baby in June. She takes maternity leave over the summer term and into the start of the autumn term.

Sheona decides to curtail her maternity leave after 18 weeks, once her occupational maternity pay has ended, converting the remaining entitlement into shared parental leave (SPL) and statutory shared parental pay (ShPP).

She provides notice to take a block of SPL during the first half of the autumn term. Her SPL period ends at the start of the October half-term holiday, at which point she technically returns to work during the two-week school holiday period.

Sheona then submits a second notice to take a further block of SPL immediately following the October half-term holiday.

As the periods of leave are requested as separate blocks, the school considers the request as a discontinuous leave pattern and agrees the arrangement, as the leave aligns with the structure of the school term.

Sheona receives statutory shared parental pay during the SPL periods. During the October half-term, she is regarded as having returned to work for pay and contractual purposes, despite the school being closed.