



## Shared Parental Leave (SPL) Employer Checklist

Use this checklist to manage Shared Parental Leave (SPL) requests effectively and ensure compliance with legal requirements. Tick each item as you complete it.

### 1. Prepare Your Policies

- Ensure your HR policies include SPL and ShPP.
- Clearly outline eligibility criteria, notification requirements, and procedures for applying and approving SPL.

### 2. Train Line Managers

- Train managers on SPL basics and how to handle requests.
- Emphasize fairness and compliance in decision-making.
- Provide guidance on managing workflow during employee absences.

### 3. Review Employee Eligibility

- Verify eligibility criteria: Employment and earnings test for both parents, shared responsibility for the child.
- Confirm if the employee has provided: 8 weeks' notice of SPL and evidence of the child's birth or adoption.

### 4. Manage Notifications

- Request a written SPL Notification Form with details of total leave and pay entitlements, split between parents, and planned leave dates.
- Acknowledge receipt of the notification promptly.

### 5. Assess Leave Plans

- Review leave requests for feasibility of discontinuous leave and operational impact.
- Approve or propose alternative arrangements for discontinuous leave.

### 6. Update Payroll Systems

- Configure payroll to process Statutory Shared Parental Pay (ShPP): 90% of weekly earnings or £184.03, whichever is lower.
- Ensure payments can be made for discontinuous leave periods if needed.
- Keep accurate records of SPL and ShPP for audits.

### 7. Communicate Clearly

- Confirm SPL approval or alternative arrangements in writing.
- Provide regular updates on payroll and leave status to the employee.
- Agree on a return-to-work plan if applicable.

### 8. Plan for Coverage

- Adjust workflows to accommodate the employee's absence.
- Assign temporary responsibilities to other team members, if necessary.

- Inform affected staff about changes to workloads.

#### **9. Utilize Tools and Resources**

- Use online tools, like the [GOV.UK SPL Planner, to verify eligibility.](#)
- Consult ACAS or legal advisors for complex cases.

#### **10. Monitor and Review**

- Keep track of SPL arrangements and ensure compliance with agreed timelines.
- Conduct a post-leave review to assess the impact on business operations.
- Update your processes based on lessons learned.