



# Co-op Shared Parental Leave FAQ's

## **1. How does Shared Parental Leave work?**

The aim is to give parents more flexibility in how they share childcare between them during the first year of a child's life. They can take it in turns to have time off to care for the child(ren) and/or take leave at the same time as each other.

## **2. Can I take Shared Parental Leave at the same time as my partner?**

Yes, as long as you are both eligible to take Shared parental leave. Your partner can begin a period of shared parental leave at any time from the date of the child's birth.

## **3. How much notice do I need to give that I intend to take Shared Parental Leave?**

You must give at least eight weeks' notice.

## **4. I am eligible for enhanced maternity (or adoption) pay; if I choose to take Shared Parental leave during this period will I still receive enhanced pay?**

No. You must be on maternity (or adoption leave) to get enhanced maternity or adoption pay. If you choose to take Shared Parental leave during this time you would revert to statutory pay.

## **5. If my partner takes Shared Parental Leave at the same time as I do who is responsible for paying them?**

If your partner takes shared parental leave with you, it is your partner's employer who is responsible for paying them. If you are receiving enhanced pay you do not have the right to transfer your entitlement to enhanced pay to your partner; see above.

## **6. Can my partner begin a period of shared parental leave while I am still on maternity (or adoption) leave?**

Yes. As long as you have provided us with a maternity (or adoption) leave curtailment notice and have met the eligibility and notice requirements your partner can begin a period of Shared Parental Leave whilst you are still on maternity (or adoption) leave.

**7. Can I take Shared Parental Leave if my partner, who is the child's mother is self-employed?**

Yes. As long as your partner meets the relevant requirements relating to employment and earnings. Your partner must have:

- been engaged in employment either as an employed or self-employed earner for any part of the week in at least 26 of the 66 weeks immediately before the expected week of birth (or the week of notification of matching for adoption); and
- average weekly earnings of at least £30 in any 13 of those 66 weeks.

You also need to meet the eligibility requirements.

The child's mother would have to curtail their entitlement to maternity (or adoption) allowance. She would not be entitled to take shared parental leave in her own right if she is not an employee.

**8. If I am not eligible for statutory maternity (or adoption) pay or allowance, can I still be eligible for statutory shared parental pay?**

No. To be eligible for statutory shared parental pay a mother must be entitled to statutory maternity (or adoption) pay or allowance.