## 

### Human Resources

# Shared Parental Leave in Touch (SPLiT) Days Form

### By agreement with your manager (and your Head of Department), you may undertake up to 20 days (paid) work during your Shared Parental Leave (SPL) without bringing your leave to an end.

These are known as Shared Parental Leave In Touch (SPLiT) days and may be taken as either separate days or as a single block. SPLiT days may be used for activities such as attending meetings, training sessions, or other events for the purposes of keeping in touch with the workplace or for you to perform your normal job duties. SPLiT days can be undertaken at any stage during Shared Parental Leave (SPL).

|  |  |
| --- | --- |
| **Last name:** |  |
| **Forename(s):** |  |
| **Employee No:** |  |
| **School/Department:** |  |
| **Expected date of return from SPL:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Date** | **Reason for attendance** | **Hours worked (not including lunch)** | **Payment** |
| 1 |  |  |  | Yes/No |
| 2 |  |  |  | Yes/No |
| 3 |  |  |  | Yes/No |
| 4 |  |  |  | Yes/No |
| 5 |  |  |  | Yes/No |
| 6 |  |  |  | Yes/No |
| 7 |  |  |  | Yes/No |
| 8 |  |  |  | Yes/No |
| 9 |  |  |  | Yes/No |
| 10 |  |  |  | Yes/No |
| 11 |  |  |  | Yes/No |
| 12 |  |  |  | Yes/No |
| 13 |  |  |  | Yes/No |
| 14 |  |  |  | Yes/No |
| 15 |  |  |  | Yes/No |
| 16 |  |  |  | Yes/No |
| 17 |  |  |  | Yes/No |
| 18 |  |  |  | Yes/No |
| 19 |  |  |  | Yes/No |
| 20 |  |  |  | Yes/No |

SPLiT days are optional and there is no requirement for you to agree to attend work for any SPLiT days. Similarly your manager does not have to offer such days to you.

If you do attend work for a SPLiT day, you will receive full pay for any day/hours worked. If a SPLiT day occurs during a week when you are receiving ShPP, this will be effectively “topped up” so that you receive full pay for the day/hours in question. Alternatively you may agree to take the equivalent number of days/hours as time off in lieu. If you work for less than a full day, this will still count as one SPLiT day for the purposes of the maximum 20 days allowance.

|  |  |
| --- | --- |
| **Employee Signature:** |  |
| **Name and Signature of Head of School/Department** |  |
| **Date:** |  |

### Any agreed payment will be made in the month following the SPLiT day, and therefore all SPLiT day forms must be sent to HR Operations by the post deadline date for that month.

### Please refer to the HR website for details of payroll cut-off dates