

Statutory Shared Parental Pay (ShPP) Entitlement Flowchart (Birth mother)

Mother's eligibility to ShPP

Mother must: <ul style="list-style-type: none"> • have 26 weeks' service at 15th week before EWC • have normal weekly earnings of not less than lower earnings limit (£112 per week for 2015/16 tax year) • remain employed in week before any period of ShPP begins • have main responsibility for care of child at date of child's birth (other than father/partner) AND intend to care for child during period for which she receives ShPP • be entitled to SMP in respect of child • have had her SMP period reduced • be absent from work during ShPP period due to taking SPL • comply with notification and evidential requirements. 	<input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/>
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AND

Father of child/mother's partner must: <ul style="list-style-type: none"> • be an employed or self-employed earner for any part of a week in respect of at least 26 of the 66 weeks prior to EWC • have average weekly earnings of at least £30 for tax year before tax year of EWC • have main responsibility for care of child at date of child's birth (other than mother). 	<input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/>
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Mother's notification requirements

At least 8 weeks before she intends to claim ShPP, mother must provide: <ul style="list-style-type: none"> a) Notice containing following information: <ul style="list-style-type: none"> • mother's name • total number of weeks of ShPP entitlement, disregarding father's/partner's intention to claim ShPP <input style="width: 40px; margin-left: 10px;" type="text"/> • number of weeks of ShPP mother and father/partner each intend to take • periods during which mother intends to claim ShPP • EWC and actual date of birth (where child is not yet born, date of birth should be provided as soon as reasonably practicable but in any event before first ShPP period). b) Written declaration signed by mother: <ul style="list-style-type: none"> • that the information is correct • that she satisfies eligibility for ShPP • that she will immediately inform employer if she ceases to meet condition that she has had her SMP or maternity allowance period reduced • specifying date on which her SMP or maternity allowance period began and number of weeks by which it will be reduced. c) Written declaration signed by father/partner: <ul style="list-style-type: none"> • with his name, address and NI number • that he satisfies eligibility conditions required of him for mother to qualify for ShPP • consenting to mother's intended claim for ShPP <input style="width: 40px; margin-left: 10px;" type="text"/> • consenting to mother's employer processing the information in his declaration. 	<input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/>
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Mother's evidential requirements

Employer <u>may</u> request within 14 days of notice being given: <ul style="list-style-type: none"> • child's birth certificate (or, if not issued, a signed declaration by mother stating one has not been issued) • name and address of father's/partner's employer (or a signed declaration by mother stating that father has no employer) to be provided within 14 days of employer's request.	<input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/> <input style="width: 100%; height: 20px; margin-bottom: 10px;" type="checkbox"/>
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