
STATUTORY RULES OF NORTHERN IRELAND

2015 No. 93

The Shared Parental Leave Regulations (Northern Ireland) 2015

PART 2

ENTITLEMENT TO SHARED PARENTAL LEAVE (BIRTH)

CHAPTER 1

Entitlement to leave – general

Mother’s notice of entitlement and intention to take shared parental leave

8.—(1) M must, not less than eight weeks before the start date of the first period of shared parental leave to be taken by M, give her employer a written notice which contains the information specified in paragraph (2) and is accompanied by the declarations specified in paragraph (3).

(2) The specified information is—

- (a) M’s name;
- (b) P’s name;
- (c) the start and end dates of any period of statutory maternity leave taken or to be taken by M;
- (d) the total amount of shared parental leave available (in accordance with regulation 6(1));
- (e) C’s expected week of birth and C’s date of birth (except as provided for in paragraph (5));
- (f) how much shared parental leave M and P each intend to take;
- (g) an indication as to when M intends to take shared parental leave (including the start and end dates for each period of leave).

(3) The specified declarations are—

- (a) a declaration signed by M that—
 - (i) M satisfies, or will satisfy, the conditions in regulation 4(2);
 - (ii) the information given by M in the notice is accurate;
 - (iii) M will immediately inform her employer if she ceases to care for C;
- (b) a declaration signed by P—
 - (i) specifying P’s name, address, and national insurance number (or a declaration that P does not have a national insurance number);
 - (ii) that P satisfies, or will satisfy, the conditions in regulation 4(3);
 - (iii) that P is the father of C, or the person who is married to, or the civil partner or the partner of, M;
 - (iv) that P consents to the amount of leave which M intends to take (as set out in the notice for the purposes of paragraph (2)(f));
 - (v) that P consents to M’s employer processing the information in P’s declaration.

(4) The references to P in paragraphs (2) and (3) are references to the individual who satisfies paragraph (3) of regulation 4.

(5) Where a notice is given under paragraph (1) before C is born, M must give C's date of birth to her employer as soon as reasonably practicable after the birth of C and, in any event, before the first period of shared parental leave to be taken by M.

(6) The indication provided in accordance with paragraph (2)(g) is non-binding and must not be treated as a period of leave notice unless otherwise indicated in the notice.