IMPERIAL

PEOPLE FUNCTION POLICY

Shared Parental Leave Policy

(Effective from 1 August 2026)

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1 Policy statement

1.1 Shared Parental Leave (SPL) provides eligible parents with the opportunity to choose to share between them the care of their child during the first year following the child's birth or adoption. Its purpose is to give parents greater flexibility in considering how to best care for, and bond with their child.

1.2 This policy applies to all Imperial College London employees across all job families and sets out the entitlements to SPL and pay.

1.3 Eligible birth parents/primary adopters are entitled to share up to a maximum of 50 weeks' SPL with their partner to care for their child during the first year following the child's birth or adoption.

1.4 The legislation governing SPL is complex and members of staff are encouraged to contact the Staff Hub to discuss their eligibility and entitlements.

1.5 Imperial's policies reflect the diversity of our daily lives and must be implemented to ensure equal opportunities and without unfair discrimination. Implementation of this policy must be clear and transparent and line managers and supervisors are required to familiarise themselves with, and understand, this policy and associated procedures.

1.6 Imperial's Values are at the very centre of our work and guide our behaviour as a community, across all levels. This policy aims to protect and promote our Values of Respect, Collaboration, Excellence, Integrity and Innovation.

2 Scope

2.1 The Shared Parental Leave Policy applies to all employees of Imperial College London who meet the eligibility criteria set out at 3 and whose baby was born or placed with them for adoption on or after 1 August 2026.

2.2 SPL and Pay cannot begin before the birth, or placement for adoption, and all leave must be taken within one year of the birth or the date that the child was placed with the family (i.e. the day before the child's first birthday or the anniversary of the placement of an adopted child).

2.3 The birth parent/primary adopter must take 2 weeks' compulsory maternity/adoption leave following the birth/placement of the child before SPL can commence.

2.4 An Imperial employee who is the birth parent or primary adopter may choose to end their 52 weeks of maternity or adoption leave early and convert their remaining leave to SPL to share with their partner.

3 Eligibility for Shared Parental Leave (SPL)

3.1 There are different eligibility requirements for Shared Parental Leave (SPL) and Shared Parental Leave Pay. Eligibility and entitlement for shared parental leave pay is set out at 6.

3.2 To qualify for Shared Parental Leave (SPL) you must be:

- A biological and/or birth parent; or
- Primary adopter; or
- The partner of the birth parent/primary adopter;

And

- You will share the main responsibility for the care of the child with your partner.

Additionally, you will be eligible for SPL if:

- Your partner has worked (as an employee[1], agency worker[2], or on a self-employed basis[3]) for at least 26 weeks of the 66 weeks leading up to the expected week of childbirth or by the end of the week in which you are notified that you have been matched with a child for adoption; and has earned an average of at least £30 a week in 13 of those 26 weeks and;
- You/your partner (the birth parent/primary adopter) curtails their entitlement to maternity/adoption leave and pay.

3.3 In the case of parents using a surrogate, both parents must share responsibility for the child from the child's due date or birth date.

3.4 As an Imperial employee, you may take SPL at the same time, or at different times, as your partner, as long as the total leave taken does not exceed what is jointly available, which is up to a maximum of 50 weeks SPL.

4 Paternity/Maternity support leave

4.1 Eligible employees may take paternity leave before, or after shared parental leave. Please refer to the Paternity/Maternity Support Leave Policy for further information.

4.2 If you intend to take both Shared Parental Leave and Paternity/Maternity Support Leave, the combined entitlement is a maximum of up to 26 weeks leave at the normal rate of full pay (inclusive of any statutory pay due), and up to 52 weeks leave in total, to be taken within the first 52 weeks following the birth or placement. See section 6 for further information about pay.

5 Shared parental leave entitlement

5.1 If you are the birth parent or primary adopter, you can choose to bring your 52 weeks of maternity leave/adoption leave to an end at any point after the compulsory two-week period following the birth/adoption of the child and share the remaining leave entitlement with your partner.

5.2 The maximum amount of leave that can be shared is 50 weeks and must be taken during the 12 months following the birth or adoption as follows:

- minimum periods of at least one week (i.e. it cannot be taken as single days/blocks of less than one week);
- in multiples of complete weeks;
- one continuous period of SPL or as up to 3 discontinuous periods (e.g. you may choose to take SPL in blocks of 2 weeks at a time, and return to work for 2 weeks at time, then taking leave again – repeating this pattern three times.)

[1] Individual who works under a contract of employment.

[2] Individual who works through an agency to find jobs. The contract is between the individual and the agency, and there is no contract of employment with an employer.

[3] Individual in business on their own right, who enters into contracts to provide services for clients in return for a fee. Will be responsible for paying their own Income Tax and National Insurance Contributions.

5.3 If you are the partner of the birth parent or primary adopter, you can take SPL once the birth parent/primary adopter has given notice that they intend to bring their maternity leave/adoption leave to an end.

5.4 SPL can be taken by each parent separately. Alternatively, some or all of it may be taken simultaneously, meaning that both parents can be on leave at the same time.

5.5 You may submit up to three separate requests for blocks of SPL before the child's first birthday, or in the first year following the child's placement with you.

5.6 A block of leave may have one start and end date (for example commencing on 1 July and ending on 31 October). This is known in law as a "continuous" block of leave. Alternatively, subject to line manager agreement, a block of leave may include two or more start and end dates (for example one month's leave, followed by two months at work, followed by three months leave). This is known in law as a "discontinuous" block of leave. See 8 for further detail.

5.7 The amount of SPL available will be determined by how much maternity/adoption leave has already been taken. For example, if the birth parent has taken 20 weeks maternity leave (including 2 weeks compulsory maternity leave), there would be 32 weeks remaining for both parents to take as SPL.

6 Eligibility and entitlement to shared parental leave pay

Occupational Shared Parental Pay (OSPP)

6.1 There is no length of service required to receive OSPP.

6.2 If you are eligible for SPL and comply with the notification procedures set out in section 7, starting from the first day of your SPL you will be entitled to:

- Up to a maximum of 24 weeks' Occupational Shared Parental Pay (OSPP) during which you will receive your normal rate of pay.

6.3 The number of weeks of OSPP available will depend on the number of weeks of paid leave already taken by either parent, whether this be maternity pay, adoption pay, or shared parental pay. Depending on the number of weeks of paid leave your partner has already taken, this will reduce the number of weeks paid leave you are entitled to.

6.4 If you are the partner/father and meet the eligibility requirements to take up to 4 weeks of Paternity/Maternity Support leave, and decide to take all 4 weeks, you will be entitled to up to a maximum of 22 weeks of Occupational Shared Parental Pay (if eligible for SPL).

6.5 You must use up your entitlement to full pay before you can use any remaining entitlement to Statutory Shared Parental Pay (SSPP). i.e., you will receive OSPP, followed by Statutory Shared Parental Pay (if eligible), followed by unpaid leave in that order. **The total period of paid SPL cannot exceed 37 weeks between you and your partner.**

6.6 As OSPP is paid at normal full pay for up to the first 24 weeks of SPL, any Statutory Shared Parental Pay (SSPP) which you are entitled to is an inclusive part of that payment. No combination of payments during this period will exceed the normal full pay. Payment of Statutory Shared Parental Pay begins at the same time as the OSPP.

6.7 You must return to work for a minimum period of 3 months after your final block of SPL in order to qualify for OSPP. Imperial College retains the right to reclaim OSPP pay if you fail to return to work for at least 3 months.

6.8 Payment of OSPP commences simultaneously with the beginning of your SPL period and is paid monthly in arrears.

Statutory Shared Parental Pay (SSPP)

6.9 To be eligible for SSPP, in addition to meeting the eligibility requirements for SPL (see 3.2), you:

- must have completed 26 weeks' continuous service* with Imperial by either the end of the 15th week before the expected week of childbirth, or by the end of the week in which you were notified that you had been matched with your child;
- will still be employed by Imperial in the week before the leave is taken;
- must have earned above the 'lower earnings limit' in the relevant period.

*Previous continuous University or Trust service will be recognised for the purposes of SSPP for the following categories of staff: Professor, Reader, Non-Clinical and Clinical Senior Lecturer, Non-Clinical and Clinical Lecturer, and Clinical Research Fellows

6.10 SSPP is paid up to a maximum of 37 weeks and may be claimed after the compulsory two-week period or maternity/adoption leave following the birth/placement of the child.

6.11 SSPP is paid at a rate set by the Government and the current rate can be found on the government website.

6.12 The number of weeks' SSPP available will depend on the number of weeks of paid leave your partner has already taken as maternity/adoption/shared parental leave. For example, if you are the birth parent and have taken 22 weeks paid maternity leave, your partner will be entitled to a maximum of 17 weeks SSPP.

6.13 The final 13 weeks of SPL Leave are unpaid.

6.14 Further information on eligibility for Statutory Shared Parental Leave and pay can be found on the Government website.

If you and your partner are both employees of Imperial

6.15 If you and your partner are employed by Imperial and meet the eligibility requirements, the total amount of Occupational Shared Parental Pay available is up to 24 weeks to be shared between both of you.

6.16 If eligible for SSSP, both parents can also share up to 13 weeks of SSPP and 13 weeks unpaid SPL. The exact amount of SPL, OSPP and SSPP available to you will depend on how much maternity/adoption leave and pay, and Paternity/Maternity Support leave, has already been taken before Shared Parental Leave commences. For example, If the birth parent takes 10 weeks of maternity leave (including the two weeks' compulsory maternity leave) and the partner/father takes 4 weeks of Paternity/Maternity Support leave, you will be entitled to share up to a maximum of 14 weeks of Occupational Shared Parental Pay (if eligible for SPL).

6.17 Appendix A includes some worked examples of how SPL, OSPP and SSPP may be taken.

7 Notification

7.1 If you are the birth parent/primary adopter of the child, you will need to confirm your intention to bring your maternity or adoption leave and pay to an end by providing written notice to your manager by email or by letter.

7.2 Shared Parental Leave can commence as soon as:

You or your partner (whoever is the birth parent/primary adopter):

- Have taken at least two weeks' Maternity Leave (this must include the 2 weeks of Compulsory Maternity Leave immediately following the birth) following the birth of the child; or taken at least two weeks' Adoption Leave; and

- Have ended their entitlement to Maternity Leave and Pay or Adoption Leave and Pay by:

    - Providing at least eight weeks' written notice to Imperial/their employer of their intention to bring their entitlement to Maternity Leave and Pay or Adoption Leave and Pay to an end; or
    - Returning to work.

7.3 To notify Imperial of your intention to take SPL, you will need to email the Staff Hub at hrstaffhub@imperial.ac.uk to inform them you would like to take SPL. The Staff Hub staff will guide you through the process and forms.

7.4 Your completed Shared Parental Leave Request Form must be submitted to your line manager and the Staff Hub at least eight weeks before your requested pattern of leave is due to commence.

7.5 You can submit up to three separate requests for blocks of SPL before the child's first birthday, or in the first year following the child's placement with you. All blocks of shared parental leave must be for a minimum of one week and taken in multiples of a week (i.e. it cannot be taken as single days/blocks of less than one week).

7.6 If you wish to request pattern of leave which includes more than three start dates and three end dates, this will be subject to line manager agreement (see 8).

7.7 If you wish to submit a request for SPL before your baby is born or the child has been placed with you for adoption, you can outline in your request that you want the leave to start on a specified number of days after the birth/child's placement with you, and finish on a specified number of days after the birth/placement.

7.8 Please note that, while a request for a block of SPL can be submitted before the birth of your child, or before the placement of your child with you for adoption, the leave itself cannot commence until two weeks after the child's birth, or two weeks after the child has been placed with you.

7.9 The written notice to end maternity leave/adoption leave is binding and once submitted, cannot usually be withdrawn. The written notice can only be withdrawn if maternity/adoption leave has not yet ended, and one of the following applies:

- If you realise that the other parent is not eligible for Shared Parental Leave/Pay, in which case you can revoke the written notice in writing up to eight weeks after it was given;
- If you gave the written notice before giving birth or placement of child, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth/placement, whichever is later; or
- If the other parent has died.

7.10 Please note, the above only applies where you have submitted a written notice to end your Maternity Leave and Pay or Adoption Leave and Pay and have not yet returned to work. Once you have returned to work, you cannot resume Maternity Leave or Adoption Leave.

8 Requests for more than three blocks of shared parental leave

8.1 We recognise that in some situations, employees may wish to request a SPL pattern that includes more than three blocks of leave. Patterns of SPL that include more than three blocks of leave will be authorised at your line manager's discretion.

For example, discretionary approval would be required for:

- A requested leave pattern that would involve taking SPL for alternate months over a ten-month period.
- A requested leave pattern that would involve four weeks' SPL, then three weeks back at work, followed by a further six weeks' SPL, then two weeks back at work, followed by four weeks' SPL, then four weeks back at work, and a further ten weeks' Shared Parental Leave (four blocks of leave).

8.2 All such requests will be carefully considered and must be decided on within a period of 14 calendar days from receipt of your Shared Parental Leave Request Form.

8.3 If the pattern requested, which includes more than three start dates and three end dates, is not possible, then your manager will arrange to meet with you to discuss possible alternative leave patterns.

8.4 Where a pattern of SPL with more than three start dates and three end dates is agreed, you must inform the Staff Hub and provide confirmation of your line manager's agreement. On receipt of this information, the Staff Hub will provide written confirmation of the leave arrangements.

9 Variation to leave

9.1 You may cancel or vary a block of SPL that has already been approved, for example you may wish to change the start date of a block of leave, return to work earlier than originally envisaged, or extend a block of leave by changing the end date. Any variation may impact on how much leave and pay is left to share with your partner.

9.2 To vary or cancel an approved block of leave, you must raise a ticket with the Staff Hub detailing the request and provide the confirmation that your manager has approved the change at least eight weeks before the original leave was due to start and/or end, and (where a variation is being requested) eight weeks before the varied start and/or end date.

9.3 Any notification to vary or cancel an approved block of leave, including notice to return to work earlier, will usually count as one of your three requests for SPL.

9.4 If you give less than eight weeks' notice of any change, you may be required to take some or all of the leave that was originally requested if it is not reasonably practicable to accommodate your requested change.

9.5 In circumstances where a baby arrives early or late, or a placement for adoption commences earlier or later than expected, then you may choose to vary your previously agreed arrangements for SPL either backwards or forwards in line with the difference in actual date from the planned date. You must notify your manager and the Staff Hub of the new start date as soon as reasonably practicable. In these circumstances, the variation will not count as one of your three requests for SPL. The Staff Hub will provide written confirmation of your new leave arrangements and will update your TeamSeer absence management record accordingly.

10 Keeping in touch

10.1 Your manager may make reasonable contact with you during blocks of SPL, for example to update you on what is happening at work, promotion opportunities or to discuss your return to work. This contact is separate to a "Shared Parental Leave In Touch" day.

10.2 Prior to the commencement of your SPL, your manager will normally discuss the arrangements for staying in touch, the reasons for this contact and the types of things that might be discussed, for example, work related matters or information on training courses.

10.3 In addition, where it is agreed between you and your manager, you may carry out work or attend training for up to 20 "Shared Parental Leave In Touch" days during the block(s) of your SPL. Further details are available on the Keeping In Touch Days and Shared Parental Leave In Touch Days form.

10.4 Please note, any entitlement to "Keeping in Touch Days" as part of maternity or adoption leave will cease upon the commencement of SPL.

11 Annual leave during shared parental leave

11.1 Statutory and contractual annual leave, including bank holidays and university closure days, is accrued during all blocks of your SPL. Part-time employees are entitled to a pro-rated entitlement to any bank holidays and closure days that occur during blocks of SPL.

11.2 Subject to line manager agreement, you may choose to take a period of holiday leave before and/or after your block(s) of SPL.

11.3 Any closure days which fall during a block of SPL should be added to your annual leave entitlement and taken as holiday leave in line with normal annual leave provisions. Closure days which fall before or after a block of SPL must be taken as normal.

11.4 If your SPL entitlement period is likely to cross two annual leave years, you may carry over annual leave accrued in the first leave year but must use these days within three months following the end of your SPL entitlement (for example, if your Shared Parental Leave entitlement period runs from 1 March to 31 December, any accrued leave would need to be taken by 31 March the following year). Any annual leave accrued in the second leave year may be taken as normal.

11.5 The Staff Hub will be able to provide specific advice on annual leave entitlements during SPL.

12 Terms and conditions of service

12.1 Continuous service is unbroken during a block of SPL. All blocks of SPL (both paid and unpaid) count towards the calculation of those benefits which accrue with length of service, i.e. sickness benefits and redundancy pay.

12.2 Where applicable, the normal annual increment or contribution payment will be awarded at the usual time, as will any pay award which is implemented by the university.

12.3 Pension rights and contributions will be dealt with in accordance with Imperial's pension schemes. Contributions and entitlements will continue as normal whilst you are on full pay or SSPP (if receiving SSPP, Imperial will maintain the contribution at the full rate). If you are planning on taking a period of unpaid leave, you should make an appointment to discuss your individual position with the Pensions Team by emailing pensions@imperial.ac.uk.

13 Neonatal care leave

13.1 Neonatal care leave is available if the following conditions are met:

- Your baby needs at least seven consecutive days of neonatal care within the first 28 days after birth.
- You are the child's parent, the child's intended parent (applicable to surrogacy) or the child's adopter or prospective adopter (applicable to adoptions) and have responsibility for the upbringing of the child; or
- You are the partner of the child's mother, adopter or prospective adopter and have or expect to have main responsibility for the upbringing of the child (apart from the mother), and
- The leave must be used to care for the baby.

13.2 Neonatal care leave allows you to accrue one week of leave for every seven consecutive days your baby receives neonatal care, up to 12 weeks in total. Neonatal care leave cannot be taken at the same time as shared parental leave, but it can be taken during discontinuous periods of shared parental leave (i.e. when you would have returned to work), or after your shared parental leave has ended, provided it is taken within 68 weeks of the birth of your baby.

13.3 Neonatal care leave is paid leave and is provided in addition to other family leave. Further information about this entitlement is set out in the Neonatal Care Leave Policy.

14 Returning to work after shared parental leave

14.1 Where the total leave you have taken (including any combination of maternity leave, adoption leave, paternity leave and shared parental leave) amounts to 26 weeks or less, you will be entitled to return to your same job on the same terms and conditions as if you had not been absent. The exception to this is where a redundancy situation has arisen, and the original job no longer exists, in which case Imperial will follow its usual procedures.

14.2 Where the total leave you have taken (including any combination of maternity leave, adoption leave, paternity leave and shared parental leave) amounts to 26 weeks or more, you will usually be entitled to return to the same job on the same terms and conditions unless a redundancy situation has arisen. However, if there is a reason other than redundancy (such as operational demands or a need for a change in working practices) which makes it not reasonably practicable for you to return to the same job, you are entitled to return to a job suitable to you and appropriate in the circumstances, with terms and conditions which are not less favourable than your original job.

15 Ending employment

15.1 If you decide that you do not wish to return to work after the end of your SPL, you must give the period of notice as set out in your terms and conditions of service or reach an agreement with your manager.

15.2 Your employment will end once your notice period comes to an end and you will be paid in lieu of any accrued untaken holiday, bank holidays and closure days.

15.3 Imperial retains the right to reclaim OSPP (together with any occupational maternity or adoption pay you may have received prior to your shared parental leave) if you fail to return to work and continue in employment for at least three months.

16 Support after shared parental leave

Elsie Widdowson Fellowships

Elsie Widdowson Fellowships apply to academic staff returning from maternity or adoption leave. The purpose of the Fellowship is to allow a returning member of academic staff to concentrate on consolidating their research activity.

The Fellowships provide this opportunity through part-funding i.e. 50% (met centrally) of the salary costs for up to 12 months immediately following the member of staff's return from maternity leave, adoption leave and/or shared parental leave. This means that the department/division can relieve the member of staff of teaching and administrative duties during the agreed period of the research programme. The remaining half of the salary costs will be met by the department/division.

Applications for Elsie Widdowson Fellowship Awards are not restricted to one Award and, therefore, academic staff who have previously received the award may make additional applications.

The rules of the Fellowship and details of how to apply can be found on the Elsie Widdowson Fellowship Award webpage.

Early Years Education Centre (EYEC)

Childcare for children between the ages of 6 months and 5 years is available, by application, from Imperial's Early Years Education Centre. For details of fees and how to apply for a place please contact the Manager, or the Supervisor, on telephone number 020 7594 5120 / 5121 or visit: http://www.imperial.ac.uk/early-years.

Nursing Rooms

Imperial has designated resting and nursing rooms across different campuses, listed on the Estates Operations webpages, available to parents and those who are pregnant who need a space to rest as well as to those who need to express milk or nurse their baby. The rooms are available for both staff and students.

Parents' Network

Imperial's Parents' Network aims to provide a one stop shop for all relevant policies and information related to being a parent at Imperial and enables you to build networks with your colleagues which will provide mutual support.

Parent Buddy Scheme

Imperial operates a Buddy Scheme, available both prior to and post-maternity, adoption, and shared parental leave. The scheme provides the opportunity to be paired up with a returner from one of those categories of leave who has been back in the workplace for a few months and who can act as a sounding board to answer any questions. For further details, please email parents@imperial.ac.uk.

Flexible Working

If you are thinking about changing your work pattern, please speak to your line manager as soon as possible in order to explore what opportunities are available to you. Further information can be found in the Flexible Working Policy.

Confidential Care

Imperial's employee assistance provider, Confidential Care, can offer you support by way of a help sheet, which gives basic suggestions that could help your return to work. A free 24-hour confidential advice line is also available for practical and emotional support.

17 Related policy and guidance

Paternity/Maternity Support Leave
Maternity Leave Policy
Adoption Leave Policy
Special Leave Policy
Flexible Working Policy
Neonatal Care Leave Policy

Appendix A – Worked Examples of shared parental leave

Scenario One: Both parents are employees of Imperial and wish to use 52 weeks' leave. They both are eligible for OSPP and SSPP.

The birth parent will take 6 weeks' maternity leave (inclusive of the first 2 weeks compulsory maternity leave) before returning to work. The partner takes 2 weeks Paternity/Maternity Support Leave during the same period. After this, they have decided to share the remainder of their leave with their partner. The partner will then take another 2 weeks Paternity/Maternity Support leave followed by 8 weeks shared parental leave and return to work, after which the birth parent will take the remainder of the shared parental leave.

The leave provisions will take place in the following order:

Leave	**Pay**
The birth partner will take 6 weeks' maternity leave (inclusive of the first 2 weeks compulsory maternity leave) The partner takes 2 weeks of Paternity/Maternity Support Leave during this same period.	6 weeks' Occupational Maternity Pay (OMP) 2 weeks Paternity/Maternity Support Leave (Occupational pay)
The birth parent will return to work	
The partner will then take 2 weeks of Paternity/Maternity Support leave followed by 8 weeks of shared parental leave	2 weeks Paternity/Maternity Support Leave (Occupational pay) 8 weeks' OSPP
The partner will return to work	
The birth parent will take the remaining 34 weeks of shared parental leave	• The first 18 weeks of this will be OSPP • The next 13 weeks will be SSPP • The remaining 13 weeks will be unpaid.

Scenario Two: Parents work at different organisations and want to use 47 weeks' leave

The birth parent works for Imperial and the partner works for another organisation.

They both meet the eligibility requirements.

They have decided to take the following leave provisions:

Leave	**Pay**
The birth partner will take 24 weeks' maternity leave (inclusive of the first 2 weeks compulsory maternity leave)	24 weeks' OMP
The birth parent returns to work. There are now 28 weeks of leave remaining, 15 of which can be paid (39 minus 24).	
The partner's employer offers 15 weeks at full pay and they decide to take this full entitlement	15 weeks' full pay
There are now 13 weeks of leave remaining, all of which will be unpaid.	

Both parents decide to take 6 weeks each, taken at the same time so that they can both be at home together.	Both parents have exhausted the full pay entitlements from their respective employers. They have decided that the birth parent will take: • 6 weeks of unpaid leave The partner will take: • 6 weeks of unpaid leave

Scenario Three: Both parents working at separate organisations and adopting

In this scenario the parents are adopting and work for separate employers. The partner works for Imperial and the primary adopter works elsewhere.

They both meet the eligibility requirements.

They have decided to take the following leave provisions:

Leave	**Pay**
The primary adopter has decided to take 26 weeks' leave	• 26 weeks' paid leave in line with their organisation's shared parental leave policy provisions.
This leaves 26 weeks of leave left, 13 of which can be paid (39 minus 26)	
At the same time, the partner also decides to take 6 weeks of SPL whilst the primary adopter is on leave.	• 6 weeks' OSPP
Both parents return to work after their leave periods. There are 20 weeks of leave left, 7 of which can be paid.	
The Imperial employee then decides to take 10 weeks of SPL.	• The first 7 weeks will be OSPP • The remaining 3 weeks will be unpaid
The Imperial employee returns to work. The primary adopter then goes on leave.	
The primary adopter takes the remaining 10 weeks of leave	• 10 weeks unpaid leave

Scenario Four: Where one parent is self-employed

In this scenario, the birth parent is self-employed and the partner works for Imperial. The birth parent is entitled to receive maternity allowance but will not be able to take any shared parental leave or pay. The partner takes 4 weeks of Paternity/Maternity Support leave whilst the birth parent takes Maternity Allowance. The partner is eligible for SPL at Imperial but is only eligible for OSPP because they do not have the qualifying service for SSPP.

They have decided to take the following leave provisions:

Leave	**Pay**
The birth parent ends their maternity allowance after 12 weeks	• 12 weeks of Maternity Allowance
The partner takes 4 weeks of Paternity/Maternity Support Leave	• 4 weeks Paternity/Maternity Support Leave (Occupational pay)
There are now 40 weeks of leave left to take as SPL	
The partner decides to take the full 40 weeks of leave left	• 22 weeks at OSPP • 18 weeks unpaid leave