

VIAMED Ltd
Company Personnel Manual

CPM 13 — Shared Parental Leave and Pay

Effective date: 27 July 2026

Review frequency: Annual, or following any relevant legislative change

1. Purpose

This policy explains employees' rights and responsibilities concerning Shared Parental Leave and Statutory Shared Parental Pay following:

- the birth of a child;
- the placement of a child for adoption;
- an overseas adoption;
- a foster-to-adopt arrangement; or
- the birth of a child through a qualifying surrogacy arrangement.

Shared Parental Leave allows eligible parents to share part of the maternity or adoption leave that remains after the mother or primary adopter ends their Maternity Leave or Adoption Leave early.

Eligible parents may share:

- up to 50 weeks of Shared Parental Leave; and
- up to 37 weeks of Statutory Shared Parental Pay,

during the first year following the child's birth or placement.

The actual entitlement depends on how much Maternity Leave, Adoption Leave, Statutory Maternity Pay, Statutory Adoption Pay or Maternity Allowance has already been used.

Shared Parental Leave is separate from:

- Maternity Leave;
- Adoption Leave;
- Paternity Leave;
- Unpaid Parental Leave;
- Neonatal Care Leave;
- Parental Bereavement Leave; and
- Bereaved Partner's Paternity Leave.

2. General principles

Shared Parental Leave gives eligible parents flexibility to:

- take leave at the same time;

- take leave at different times;
- alternate periods of leave and work;
- take the remaining leave in one continuous period; or
- request separate blocks of leave.

Shared Parental Leave does not provide additional leave beyond the combined maternity or adoption entitlement.

For example, where the mother has taken 20 weeks of Maternity Leave, up to 32 weeks may remain available as Shared Parental Leave.

Where 20 weeks of Statutory Maternity Pay have been used, up to 19 weeks of Statutory Shared Parental Pay may remain available.

All Shared Parental Leave must normally be taken within 52 weeks of the child's birth or placement.

3. Who may qualify

Shared Parental Leave may be available to:

- the child's mother and the child's father;
- the child's mother and their spouse, civil partner or partner;
- the primary adopter and their spouse, civil partner or partner;
- qualifying intended parents in a surrogacy arrangement; or
- qualifying parents involved in a foster-to-adopt arrangement.

The employee and their partner must normally share the main responsibility for caring for the child.

Eligibility for Shared Parental Leave and eligibility for Statutory Shared Parental Pay are assessed separately.

An employee may qualify for leave but not pay, or for pay but not leave, depending on their employment status and earnings.

4. Eligibility for Shared Parental Leave

For an employee of Viamed to qualify for Shared Parental Leave, they must normally:

- be legally classed as an employee;
- share responsibility for the child with an eligible partner;
- have been continuously employed by Viamed for at least 26 weeks by the end of the 15th week before the expected week of childbirth, or the equivalent adoption qualifying week;
- remain employed by Viamed until at least the week before the Shared Parental Leave begins;
- satisfy the relevant relationship and caring-responsibility requirements;
- provide the required notices, declarations and information; and
- have a partner who satisfies the employment and earnings test.

The employee's partner must normally have:

- worked for at least 26 weeks during the 66 weeks before the expected week of childbirth or

- relevant placement date; and
- earned at least £390 in total during any 13 of those 66 weeks.

The weeks worked and weeks in which earnings were received do not need to be consecutive.

Different detailed eligibility tests apply depending on whether:

- both parents are employees;
- only one parent is an employee;
- one parent is self-employed;
- one parent receives Maternity Allowance;
- the child is adopted; or
- the child is born through surrogacy.

The Human Resources Controller will assess eligibility using the statutory rules applicable to the individual circumstances.

5. Eligibility for Statutory Shared Parental Pay

To qualify for Statutory Shared Parental Pay, an employee must normally:

- satisfy the relevant continuity-of-employment test;
- remain employed until the week before the pay period begins;
- share responsibility for the child;
- have average weekly earnings of at least the statutory earnings threshold;
- have a partner who satisfies the relevant employment and earnings test;
- have available statutory pay remaining following the ending of Statutory Maternity Pay, Statutory Adoption Pay or Maternity Allowance;
- provide the required notices and declarations; and
- be absent from work for the purpose of caring for the child.

For the 2026/27 tax year, the employee must normally earn an average of at least £129 per week.

The Human Resources Controller will assess leave and pay eligibility separately.

6. Ending Maternity Leave, Adoption Leave or statutory pay

Shared Parental Leave can only become available after the mother or primary adopter:

- returns to work and ends Maternity Leave or Adoption Leave;
- gives binding notice of the date on which their Maternity Leave or Adoption Leave will end;
- gives binding notice ending Statutory Maternity Pay or Statutory Adoption Pay; or
- gives notice to Jobcentre Plus ending Maternity Allowance.

The mother must normally take at least two weeks of compulsory Maternity Leave following the birth, or four weeks where they legally work in a factory.

Where the primary adopter is claiming Statutory Adoption Pay, they must take at least two weeks of Adoption Leave before the remaining Adoption Leave and Pay can be converted into Shared Parental Leave and Statutory Shared Parental Pay.

The partner may begin Shared Parental Leave while the mother or primary adopter is still on Maternity Leave or Adoption Leave, provided binding notice has been given of the date on which that leave or pay will end.

A maximum of 50 weeks of Shared Parental Leave may therefore be available following maternity or adoption, depending on how much Maternity Leave or Adoption Leave has already been taken.

7. Binding notice

Notice ending Maternity Leave, Adoption Leave, Statutory Maternity Pay, Statutory Adoption Pay or Maternity Allowance is normally binding and cannot simply be withdrawn.

Withdrawal may be permitted where:

- it is discovered during the statutory notice period that neither parent qualifies for Shared Parental Leave or Pay;
- the employee's partner dies; or
- notice was given before the birth and the mother withdraws it within six weeks after the birth.

The planned end date must not already have passed and the employee must not already have returned to work.

Employees should therefore consider the consequences carefully before ending Maternity Leave, Adoption Leave or statutory pay.

8. Notice of entitlement and intention

An employee who intends to take Shared Parental Leave must normally provide Viamed with a written notice of entitlement and intention.

The notice should include:

- the employee's name;
- the other parent's name;
- the expected week of childbirth, placement date or date the child is expected to enter Great Britain;
- the child's actual date of birth or placement, where known;
- the start and end dates of Maternity Leave or Adoption Leave;
- the total amount of Shared Parental Leave available;
- the amount of leave each parent intends to take;
- the total amount of Statutory Shared Parental Pay available;
- the amount of pay each parent intends to receive;
- an indication of the proposed leave dates;
- confirmation that the employee satisfies the statutory eligibility requirements; and
- a declaration from the other parent confirming their agreement and eligibility information.

The initial indication of proposed leave dates is not normally binding. Separate notice is required to book the actual leave periods.

Viamed may use its own Shared Parental Leave form or accept the relevant ACAS forms and declarations.

9. Supporting evidence

Within 14 days of receiving a notice of entitlement, Viamed may request:

- a copy of the child's birth certificate;
- evidence of the adoption matching or placement;
- relevant overseas adoption documentation;
- evidence connected with a surrogacy arrangement; and
- the name and address of the other parent's employer.

Where a birth certificate is not yet available, the employee may be asked to provide a written declaration confirming the date and place of birth.

The employee must normally provide any requested evidence within 14 days of the request.

Information will be treated as confidential and used only for legitimate employment and payroll purposes.

10. Booking Shared Parental Leave

The employee must normally give Viamed at least eight weeks' written notice of each period of Shared Parental Leave.

A booking notice may request:

- one continuous period of leave; or
- two or more discontinuous periods separated by periods of work.

An employee may normally submit up to three notices to book or vary Shared Parental Leave.

A notice varying an agreed period will normally count towards this limit.

Viamed may accept additional notices at its discretion.

Each period of leave must normally be taken in complete weeks.

11. Continuous periods of leave

A request for one continuous period of Shared Parental Leave must be accepted where:

- the employee is eligible;
- sufficient leave remains available; and
- the correct notice has been given.

For example, a request for eight consecutive weeks of Shared Parental Leave will normally be approved where the statutory requirements are met.

Viamed may discuss the practical arrangements with the employee but cannot refuse an eligible request solely because the timing is inconvenient.

12. Discontinuous periods of leave

A request that includes two or more separate periods of Shared Parental Leave, with periods of work between them, is a request for discontinuous leave.

For example:

- two weeks of Shared Parental Leave;
- followed by two weeks at work; and
- followed by a further two weeks of Shared Parental Leave.

Viamed is not required to agree to a discontinuous pattern of leave.

Following receipt of a discontinuous-leave request, Viamed and the employee will normally have a 14-day discussion period in which they may:

- agree the requested pattern;
- agree an alternative pattern;
- agree that the total leave requested will be taken as one continuous period; or
- decide that the requested discontinuous pattern cannot be accommodated.

Viamed will consider requests fairly and will take account of:

- the employee's caring arrangements;
- operational requirements;
- staffing levels;
- customer commitments;
- regulatory and quality requirements;
- work handovers; and
- whether a reasonable alternative arrangement can be agreed.

A decision not to agree to the requested discontinuous pattern does not remove the employee's statutory entitlement to take the total amount of leave requested as one continuous period.

Where no agreement is reached during the 14-day discussion period, the employee may normally:

- withdraw the request within the permitted period; or
- take the total amount of leave requested as one continuous block.

Where the employee withdraws the request within the permitted period, it will not normally count towards the employee's limit of three booking or variation notices.

Where the employee does not withdraw the request, the total amount of leave requested may be taken as one continuous block.

The start date will be determined in accordance with the statutory notice requirements and any date notified by the employee within the permitted period.

Where no alternative start date is notified, the continuous period will normally begin on the start date stated in the original request.

Any agreed arrangement will be confirmed to the employee in writing.

13. Changing or cancelling leave

An employee who wishes to change or cancel an agreed period must normally give at least eight weeks' written notice.

A variation notice may:

- change the start date;
- change the end date;
- change the amount of leave;
- cancel a period of leave;
- convert a continuous period into discontinuous periods; or
- convert discontinuous periods into one continuous period.

A request to turn continuous leave into discontinuous leave may be considered but does not have to be accepted.

A request to cancel or change an agreed continuous block may require Viamed's agreement where the statutory notice requirements have not been met.

Employees should notify the Human Resources Controller as early as possible of any proposed change.

14. Early birth or changed placement date

Where the child is born more than eight weeks early, the normal eight-week notice requirement may be shortened.

Where the birth, placement or arrival date changes, the employee should notify Viamed as soon as reasonably practicable.

The Human Resources Controller will consider whether existing leave notices need to be changed and whether any change counts towards the employee's notice limit.

15. Amount of Statutory Shared Parental Pay

For the 2026/27 tax year, Statutory Shared Parental Pay is paid at the lower of:

- £194.32 per week; or
- 90% of the employee's average weekly earnings.

The statutory rate and earnings threshold are reviewed annually. Viamed will apply the rates in force when the pay is due.

Tax and National Insurance will be deducted where applicable.

Statutory Shared Parental Pay will normally be paid through payroll in the same way as normal wages.

16. Available pay period

The maximum statutory maternity or adoption pay period is normally 39 weeks.

Statutory Shared Parental Pay is the balance of that period remaining after deducting:

- Statutory Maternity Pay;
- Statutory Adoption Pay; or
- Maternity Allowance

already received or due before it is brought to an end.

A maximum of 37 weeks of Statutory Shared Parental Pay may be available because at least two weeks of Statutory Maternity Pay or Statutory Adoption Pay must normally be used before the remaining pay can be converted into Statutory Shared Parental Pay.

Where the mother is required to take four weeks of compulsory Maternity Leave because they legally work in a factory, the available balance of Shared Parental Leave may be lower.

The parents may divide the available Statutory Shared Parental Pay between them, subject to their individual eligibility and provided the total amount claimed does not exceed the statutory balance available.

Shared Parental Leave taken after all available statutory pay has been used will normally be unpaid.

17. Paternity Leave

Paternity Leave and Shared Parental Leave are separate entitlements.

For a child born or placed under the rules applying from 6 April 2026, an eligible employee may take Paternity Leave and Pay:

- before Shared Parental Leave;
- after Shared Parental Leave; or
- between separate periods of Shared Parental Leave.

The employee must satisfy the separate eligibility and notice requirements for each entitlement.

All Paternity Leave must still be taken within the permitted 52-week period.

Employees should refer to CPM 07 for the full Paternity Leave and Pay requirements.

18. Shared Parental Leave in Touch days

An employee may agree to work for up to 20 Shared Parental Leave in Touch days, known as SPLIT days, without bringing Shared Parental Leave to an end.

SPLIT days may be used for:

- normal work;
- training;
- meetings;
- workplace updates;

- return-to-work planning; or
- another agreed work-related activity.

Any work undertaken on a day will normally count as one complete SPLIT day, even where the employee works for only part of the day.

SPLIT days are in addition to any Keeping in Touch days used during Maternity Leave or Adoption Leave.

SPLIT days are optional. Neither Viamed nor the employee is required to offer or accept them.

The work and payment arrangements must be agreed in advance.

19. Contact during leave

Viamed may maintain reasonable contact with an employee during Shared Parental Leave.

Contact may include:

- confirming leave and pay arrangements;
- discussing SPLIT days;
- communicating significant workplace developments;
- consulting about organisational change or redundancy;
- discussing training;
- planning the employee's return;
- discussing flexible working; and
- considering any workplace adjustments.

The employee and Viamed may agree a preferred method and reasonable frequency of contact before leave begins.

Contact will be proportionate and will not place pressure on the employee to work.

20. Employment rights during Shared Parental Leave

During Shared Parental Leave, the employee's contract of employment continues, except for terms relating to normal remuneration.

The employee will normally continue to benefit from:

- accrual of statutory and contractual holiday;
- applicable contractual benefits;
- applicable pay rises;
- continuity of employment;
- pension contributions during paid periods, subject to scheme rules; and
- protection from dismissal or detriment because they requested or took Shared Parental Leave.

Annual leave cannot normally be taken at the same time as Shared Parental Leave.

Accrued holiday should be discussed and arranged before or after the leave period.

21. Returning to work

The employee should return on the agreed date unless a lawful variation has been agreed.

The employee's return-to-work right will depend on:

- the total amount of Shared Parental Leave taken;
- whether it was combined with Maternity Leave, Adoption Leave, Paternity Leave or another period of statutory family leave; and
- the statutory rules applicable to the combined period.

Where the employee's relevant statutory family leave totals no more than 26 weeks, they will normally have the right to return to the same job.

Following a longer or combined period, the employee will normally have the right to return to:

- the same job; or
- where that is not reasonably practicable, another suitable and appropriate job on terms that are no less favourable.

Employees should discuss any proposed:

- flexible-working request;
- phased return;
- annual leave;
- breastfeeding arrangement; or
- workplace adjustment

as early as reasonably practicable.

An employee who decides not to return must provide the contractual notice required to end their employment.

22. Redundancy protection

Employees taking or returning from Shared Parental Leave may have enhanced statutory redundancy protection.

Where the statutory protected period applies and the employee is selected for redundancy, they must be offered any suitable alternative vacancy that is available in priority to employees who do not have the same statutory protection.

The protection does not prevent a genuine redundancy where no suitable alternative vacancy exists, but Viamed must follow a fair procedure and must not select an employee because they requested or took Shared Parental Leave.

The duration of the protected period will depend on the amount and pattern of Shared Parental Leave taken.

The Human Resources Controller will apply the statutory redundancy-protection rules in force at the relevant time.

23. Death of a parent or child

Where one parent dies, the surviving parent may become entitled to take the remaining Shared Parental Leave, subject to the statutory rules.

Additional leave may also be available under:

- Parental Bereavement Leave and Pay;
- Bereaved Partner's Paternity Leave;
- Paternity Leave;
- Neonatal Care Leave; or
- Viamed's compassionate arrangements.

The employee should contact the Human Resources Controller or a director as soon as they feel able so that the available support can be considered sensitively.

24. False or misleading information

Viamed may investigate where there are reasonable grounds to believe that:

- eligibility information is inaccurate;
- a declaration is false;
- the employee or partner does not satisfy the statutory requirements; or
- leave is not being used for the permitted purpose.

Viamed will not assume wrongdoing merely because information changes or because eligibility is complex.

Deliberately providing false or misleading information may be considered under the company's disciplinary procedure.

25. Records and confidentiality

Viamed will maintain appropriate records concerning:

- notices of entitlement and intention;
- maternity or adoption leave-curtailed notices;
- partner declarations;
- supporting evidence;
- leave-booking and variation notices;
- approved leave periods;
- Statutory Shared Parental Pay calculations;
- payments made;
- unpaid periods;
- SPLIT days;
- return-to-work arrangements; and
- decisions made under this policy.

Statutory pay records will be retained for at least three years from the end of the tax year to which they relate.

Personal information relating to pregnancy, birth, adoption, surrogacy, partners and children will be treated as confidential and processed in accordance with Viamed's Data Protection Policy and document-retention requirements.

26. Equality and non-discrimination

No employee will be treated unfavourably because they:

- requested Shared Parental Leave;
- took or proposed to take Shared Parental Leave;
- requested Statutory Shared Parental Pay;
- supplied information relating to Shared Parental Leave;
- requested a SPLIT day; or
- exercised another statutory family-leave right.

Requests will be considered fairly and without unlawful discrimination.

27. Responsibilities

The Human Resources Controller is responsible for:

- receiving and recording notices;
- checking leave and pay eligibility;
- requesting reasonable supporting evidence;
- confirming approved leave periods;
- considering discontinuous-leave requests;
- arranging payroll instructions;
- maintaining records;
- supporting return-to-work arrangements;
- maintaining confidentiality; and
- ensuring current statutory rates are applied.

Managers are responsible for:

- discussing proposed leave arrangements constructively;
- considering discontinuous-leave requests fairly;
- arranging appropriate work cover;
- maintaining reasonable contact;
- protecting confidentiality; and
- referring Shared Parental Leave matters to the Human Resources Controller.

Employees are responsible for:

- providing accurate information;
- supplying the required notices and declarations;
- providing at least eight weeks' notice where required;

- notifying Viamed of relevant changes;
- ensuring that the total leave and pay allocated between both parents does not exceed the statutory entitlement;
- maintaining agreed reasonable contact; and
- returning on the agreed date.

28. Review

This policy will be reviewed annually and whenever there is a significant change to Shared Parental Leave legislation, statutory pay rates or official government guidance.

Where there is any conflict between this policy and a statutory employment right, the statutory right in force at the relevant time will apply.