



Cintra iQ

Shared Parental Leave & Pay

User Guide

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CONTENTS

About Shared Parental Leave and Pay

More about Shared Parental Leave and Shared Parental Pay	2
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Background Information

Shared Parental Leave (FAQ)	4
How does an employee qualify for ShPL?	4
When can an employee start ShPL?	4
When must the employee take ShPL and/or ShPP?	4
How can the employee's partner be eligible for ShPL?	5
What is the Main Carer's ShPL entitlement?	5
When does the Main Carer start their ShPL?	5
What is a Binding Notice?	6
How much notice does a Main Carer have to give?	6
When can a Partner start ShPL?	6
How does the employee prepare for taking ShPL and ShPP? ...	6
What other information can I ask from employee in preparation for taking ShPL or ShPP?	7
How can an employee cancel their decision to end their maternity or adoption leave early?	7
How many SPLIT and KIT days is an employee and their partner entitled to?	8
How many blocks of leave is an employee entitled to?	8
Shared Parental Pay (FAQ)	9

Who can receive ShPP?	9
How much is the ShPP?	9
How much notice must a Main Carer give to end their maternity/adoption pay (or Maternity Allowance)?	9
Shared Parental Leave and Shared Parental Pay within IQ (FAQ)	10
How do I create a ShLP record if the employee is the Mother (Main Carer)?	10
How do I create a ShPL record if my employee is the Partner?	10
How do I create a ShPL record if my employee is the Adopter?	11
How do I create a ShPL record if my employee is the Partner (Adopter)?	11
How do I enter a ShPL calendar event?	11
How do I view ShPL?	11
How do I modify the number of ShPL weeks that are to be paid?	12
How do I check the ShPL payment details?	12
How do I check the weekly earnings for either the employee's SMP, SPP or SAP?	12
How do I assign a parental leave KIT day for the Mother?	12
How do I assign a parental leave SPLIT day for the Partner?	12
Where do I see the details of the employee's ShPP Pay?	13
How do I delete a ShPL week?	14
How do I delete a ShPL period?	15
Where do I see the employee's ShPL?	15

Establishing Shared Parental Leave for the Employee (Mother)

Updating the SMP record	18
Creating the ShPL record	20
Linking the SMP record to the ShPL record	22
Entering the ShPL Weeks	23

Establishing Shared Parental Leave for the Employee (Partner)

Updating the SPP record	26
Creating the ShPL record	28
Linking the SPP record to the ShPL record	30
Entering the ShPL Weeks	31

Establishing Shared Parental Leave for the Employee (Adopter)

Updating the SAP record	34
Creating the ShPL record	36
Linking the SAP record to the ShPL record	38
Entering the ShPL weeks.	39

More Information

Assigning a KIT Day	42
Assigning a SPLIT Day	44

Glossary

CHAPTER 1

About Shared Parental Leave and Pay

Working parents of a baby due or an adoptive child placed on or after 5 April 2015 may be eligible for **Shared Parental Leave (ShPL)** and/or **Shared Parental Pay (ShPP)**

Under **ShPL** and **ShPP**, Main Carers, also known as primary carers, (mothers/adopters) can choose to end their maternity/adoption leave and pay, early (at any point from two weeks after the birth/placement - four weeks if they are factory workers), and share their untaken pay and leave with their partner.

Note: A Main Carer's partner is considered to be either their husband, wife, civil partner or joint adopter, the child's other parent or their live-in partner.

This chapter describes the following:

More about Shared Parental Leave and Shared Parental Pay 2

More about Shared Parental Leave and Shared Parental Pay

ShPL and **ShPP** can be stopped and started and parents can be off at the same time, if they wish. Parents will be able to take their leave in phases, for example 20 weeks for the mother/adopter, followed by 20 weeks for the father/partner, followed by 10 weeks for the mother/adopter. So it may be the case that statutory parental pay is paid over one or two discontinuous periods. This is at the employer's discretion.

IMPORTANT! Parents must notify their employers of their plans to undertake **ShPL** 8 weeks before the leave starts, and all shared leave and pay must be taken between the birth/placement and the child's first birthday.

The **ShPL** and **ShPP** functionality enables employers to track an employee's shared parental leave and shared parental pay.

Note: The **Take-On** window, **Payroll Analysis Summary** or **Payroll Analysis Grouped Reports** and **P32 Report** have been updated to include **Shared Parental Pay**.

CHAPTER 2

Background Information

This chapter explains the background of **Shared Parental Leave (ShPL)** and **Shared Parental Pay (ShPP)**. It is divided into the following sections:

- **Shared Parental Leave (FAQ)** This section gives an overview of **ShPL**. For more information, see **HMRC**.
- **Shared Parental Pay (FAQ)** This section gives an overview of **ShPP**. For more information, see **HMRC**.
- **Shared Parental Leave and Shared Parental Pay within Cintra iQ (FAQ)** This section answers questions you may have that pertain to the **ShPL** and **ShPP** functionality within **Cintra iQ**.

For further information about these sections, see:

Shared Parental Leave (FAQ)	4
Shared Parental Pay (FAQ)	9
Shared Parental Leave and Shared Parental Pay within IQ (FAQ)	10

Shared Parental Leave (FAQ)

Note: For the purposes of this section, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP**.

How does an employee qualify for ShPL?

The Main Carer must be eligible for either

- Maternity leave or pay
- Maternity Allowance (Job Centre)
- Adoption leave or pay

AND

- Live in England, Scotland or Wales.

AND

The employee must have worked for your company continuously for at least 26 weeks by the end of the 15th week before the due date (or date they are matched with their adopted child) and still be employed by the company while they take **ShPL**.

When can an employee start ShPL?

If the employee qualifies for **ShPL**, it can be taken when their baby is due on or after 5 April 2015 or when they are placed with a child on or after 5 April 2015.

When must the employee take ShPL and/or ShPP?

ShPL and **ShPP** must be taken between the baby's birth and first birthday (or within 1 year of adoption).

How can the employee's partner be eligible for ShPL?

The partner is eligible for **ShPL** if during the 66 weeks before the baby is due, the following has occurred:

- They worked for at least 26 weeks (the weeks do not need to be consecutive).
- They earned at least £30 a week on average in 13 of the 66 weeks.

Note: An employee's partner can be employed, self-employed or an agency worker.

What is the Main Carer's ShPL entitlement?

As long as an employee is eligible and they or their partner end their maternity/adoption leave (or Maternity Allowance) early, they are entitled to:

- take the rest of the 52 weeks of leave (up to a maximum of 50 weeks) as **ShPL**.
- take the rest of the 39 weeks of pay (up to a maximum of 37 weeks) as **ShPP**.

Note: A mother must take a minimum of two weeks' maternity leave following the birth (four if she works in a factory).

When does the Main Carer start their ShPL?

The Main Carer can start their **ShPL** once they have performed one of the following:

- Ended their maternity/adoption leave by returning to work

Note: A mother must take a minimum of two weeks' maternity leave following the birth. Four, if she works in a factory.

- Notified you in advance of the date in which they'll end their maternity/adoption leave.

Note: This notice is binding, which means that the decision cannot normally be changed. For more information, see [How can an employee cancel their decision to end their maternity or adoption leave early?](#)

- Ended their maternity pay or Maternity Allowance (if they're not entitled to maternity leave, e.g. they're an agency worker or self-employed).

What is a Binding Notice?

A binding notice is when an employee has given advance notice of at least eight weeks of when she is going to end her leave (or pay if they are not entitled to leave.).

Note: Agency workers must give advanced notice of when they are going to end their pay as they are paid in lieu instead of days off.

How much notice does a Main Carer have to give?

The employee must give at least eight week's notice for any type of leave they wish to take.

When can a Partner start ShPL?

As long as the Main Carer has given a binding notice to you stating when the maternity/adoption leave ends, the partner can go on **ShPL** as soon as the baby is born or placed, while the Main Carer is still on leave.

How does the employee prepare for taking ShPL and ShPP?

An employee must give you in writing, notice of their entitlement. This includes the following:

- Their partner's name.
- Maternity/adoption leave start and end dates.
- How much they and their partner intend to take.
- That they're sharing childcare responsibility with their partner.
- A signed declaration from the partner stating:
 - their name, address and National Insurance number.
 - that they qualify as well as the employee to take **ShPL** and **ShPP**.
 - that they agree to the other person taking **ShPL** and **ShPP**.

What other information can I ask from employee in preparation for taking ShPL or ShPP?

Although not mandatory, you have 14 days once you have received the employee's notice of entitlement, to ask for the following:

- The name and address of their partner's employer
- Adoption placement evidence

Note: As employee, they have 14 days to supply you with the information.

How can an employee cancel their decision to end their maternity or adoption leave early?

The main carer can change their decision if the following occurs:

- The planned end date hasn't passed
- They haven't already returned to work

And either the following has occurred:

- The employee finds out during their eight week notice that neither they nor their partner are eligible for **ShPL** or **ShPP**.
- The Main Carer's partner has died.
- The mother tells her employer less than 6 weeks after the birth (and she gave notice before the birth).

How many SPLIT and KIT days is an employee and their partner entitled to?

An employee and their partner are entitled to work up to 20 Shared Parental Leave In Touch (SPLIT) days during **ShPL**.

The Main Carer is also eligible for 10 Keeping In Touch (KIT) days, for those who are on maternity/adoption leave.

Note: As the **SPLIT** and **KIT** days are optional, both you and the employee must agree to them.

How many blocks of leave is an employee entitled to?

An employee has the right to book three separate blocks of leave within the **ShPL** entitlement. They can take the leave at different times from their partner or at the same time.

Note: It is up to the discretion of the company to allow more than three blocks of leave to be taken.

Shared Parental Pay (FAQ)

Note: For the purposes of this section, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShP**.

Who can receive ShPP?

In order to receive **ShPP**, an employee must qualify for either of the following:

- Statutory Maternity Pay or Statutory Adoption Pay.

AND

The employee must have worked for your company continuously for at least 26 weeks by the end of the 15th week before the due date (or date they are matched with their adopted child) and still be employed by the company while they take **ShPL**.

OR

- Statutory Paternity Pay and have a partner who qualifies for Statutory Maternity Pay or Maternity Allowance or Statutory Adoption Pay.

How much is the ShPP?

An employee is entitled to £139.58 a week from 5 April 2015 or 90% of their average weekly earnings; depending on which is lower.

How much notice must a Main Carer give to end their maternity/adoption pay (or Maternity Allowance)?

The Main Carer must give you the minimum of eight weeks notice (or Job Centre Plus if they get Maternity Allowance).

Shared Parental Leave and Shared Parental Pay within IQ (FAQ)

Note: For the purposes of this section, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP** unless there are references to specific windows within Cintra iQ.

How do I create a ShLP record if the employee is the Mother (Main Carer)?

Before you begin, you must have a **Statutory Maternity Pay (SMP)** record available to link to a **ShPL** record. This record forms the basis from which the **ShPL** record is created.

1. [Ensure the SMP record is updated with the necessary information.](#)
2. [Create the ShPL record.](#)
3. [Link the SMP record to the ShPL record.](#)
4. [Enter the ShPL weeks.](#)

How do I create a ShPL record if my employee is the Partner?

1. [Update the Statutory Paternity Pay \(SPP\) record, if the record is available.](#)
2. [Create the ShPL record.](#)
3. [Link the SPP record to the ShPL record, if the SPP record is available.](#)

Note: If the **SPP** record is not available, you must enter the information into the **ShPL** record manually.

4. [Enter the ShPL weeks.](#)

How do I create a ShPL record if my employee is the Adopter?

1. [Ensure the Statutory Adoption Pay \(SAP\) record is updated with the necessary information.](#)
2. [Create the ShPL record.](#)
3. [Link the SAP record to the ShPL record.](#)
4. [Enter the ShPL weeks.](#)

How do I create a ShPL record if my employee is the Partner (Adopter)?

You would carry out the same procedures for the employee who is the adopter's partner regardless of gender, as you would if the person was the biological father.

1. [Update the Statutory Paternity Pay \(SPP\) record, if the record is available.](#)
2. [Create the ShPL record.](#)
3. [Link the SPP record to the ShPL record, if the SPP record is available.](#)

Note: If the SPP record is not available, you must enter the information into the ShPL record manually.

4. [Enter the ShPL weeks.](#)

How do I enter a ShPL calendar event?

Normally you create absence events through the **Calendar**, but **ShPL** absences are created through the **Calendar of Leave** tab in the **Shared Parental Leave Record** window, so that you can create more than one block of **ShPL** at a time.

How do I view ShPL?

Once a **ShPL** event is created, you can see it as an entry in the **Calendar**.

How do I modify the number of ShPL weeks that are to be paid?

1. Return to the **Calendar of Leave** tab of the **Shared Parental Leave Record** window
2. Click the **ShPL Weeks** button. The **Shared Parental Leave Weeks** window appears.
3. Uncheck any of the weeks that are to be paid..
4. Click the **OK** button. The **Weeks Booked Main Carer/Partner: Payable** field is updated.

How do I check the ShPL payment details?

Return to the **Calendar of Leave** tab of the **Shared Parental Leave Record** window and click the **Payment Details** button. The **ShPL Payment Details** window appears.

How do I check the weekly earnings for either the employee's SMP, SPP or SAP?

Return to the **Calendar of Leave** tab of the **Shared Parental Leave Record** window and click the **Relevant Earnings** button. The **Relevant Earnings (System Calculated)** window appears.

How do I assign a parental leave KIT day for the Mother?

For more information, see [Assigning a KIT Day](#).

How do I assign a parental leave SPLIT day for the Partner?

For more information, see [Assigning a SPLIT Day](#).

Where do I see the details of the employee's ShPP Pay?

You can see the details in the following locations:

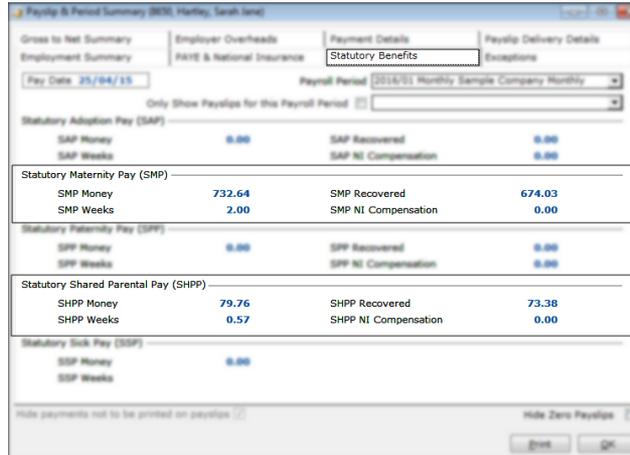
- Return to the **Shared Parental Leave** tab in the **Statutory Payments** window. It now reflects the details that were created in the **Shared Parental Leave Record** window.

Event	Event Date	Main Carer	Active	ShPL Weeks	ShPL Money	ShPL Recov.	NIC Con
Birth	06/04/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.57	79.76	73.38	0

- Open the **Payslip's Payslip & Period Summary** window and the **SMP/SPP/SAP** and **ShPP** payments appear on the following tabs:
 - Gross to Net Summary**

Category	Item	Amount
Payments	Salary Gross Post	1,853.93
	SHPP	79.76
	27/04/2015 to 30/04/2015	79.76
	SMP	732.64
06/04/2015 to 19/04/2015	732.64	
Total Payments		3,576.13
Deductions	Calc Tax Paid	369.60
	Charity	1.00
	EE Calc NI	199.23
	LGPS	163.26
	Next Basic	24.96
Total Deductions		757.05
Net Pay		1,819.08

- Statutory Benefits



Name	Description
SHP Money	Statutory Shared Parental money as pay.
SHP Weeks	Number of weeks paid.
SHPP Recovered	Rebate from money due to HMRC.
SHP NI Compensation	Compensation from money due to HMRC.

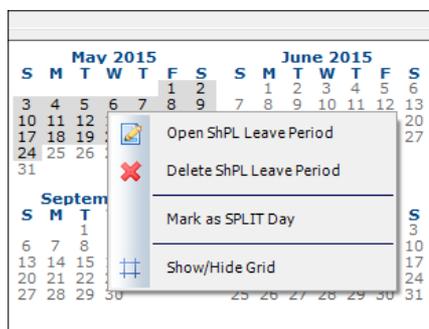
How do I delete a ShPL week?

1. Return to the **Calendar of Leave** tab of the **Shared Parental Leave Record** window.
2. Double-click on the desired week. The **Shared Parental Leave Dates** window appears.
3. Modify the **Absent To:** date.
4. Click the **OK** button. A message appears stating: You have entered a new absence to date. If you continue, this will recalculate the **Shared Parental Weeks**. Do you wish to continue?
5. Click the **Yes** button. The record for that week is deleted from the **Shared Parental Leave Dates** window.
6. Click the **OK** button. The modification is saved. The **Calendar of Leave** tab is updated.

Note: You can also extend the leave through the **Absence To:** field.

How do I delete a ShPL period?

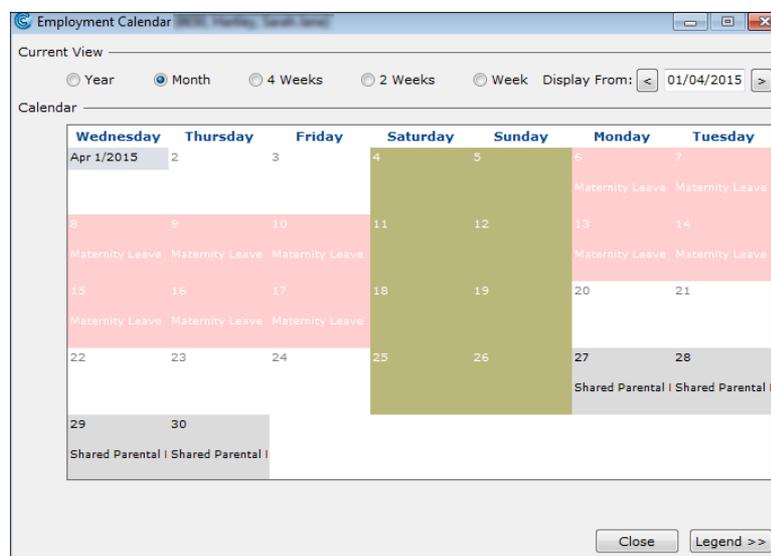
1. Return to the **Calendar of Leave** tab.
2. Right-click on the **ShPL** period. A menu appears.



3. Select **Delete ShPL Leave Period**. The period of leave is deleted except for the start date,

Where do I see the employee's ShPL?

Return to the **Calendar**. The view now reflects both the **Maternity/Paternity/Adoption Leave** and **ShPL** taken by the employee.



CHAPTER 3

Establishing Shared Parental Leave for the Employee (Mother)

Note: For the purposes of this chapter, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP** unless there are references to specific windows within **Cintra iQ**.

You must have a **Statutory Maternity Pay (SMP)** record available to link to a **ShPL** record. This is so that you can see at a glance how much leave the employee is taking and calculate their pay accordingly.

In the case where the mother is the Main Carer, the maternity record forms the basis from which to create a **ShPL** record.

This chapter describes the following:

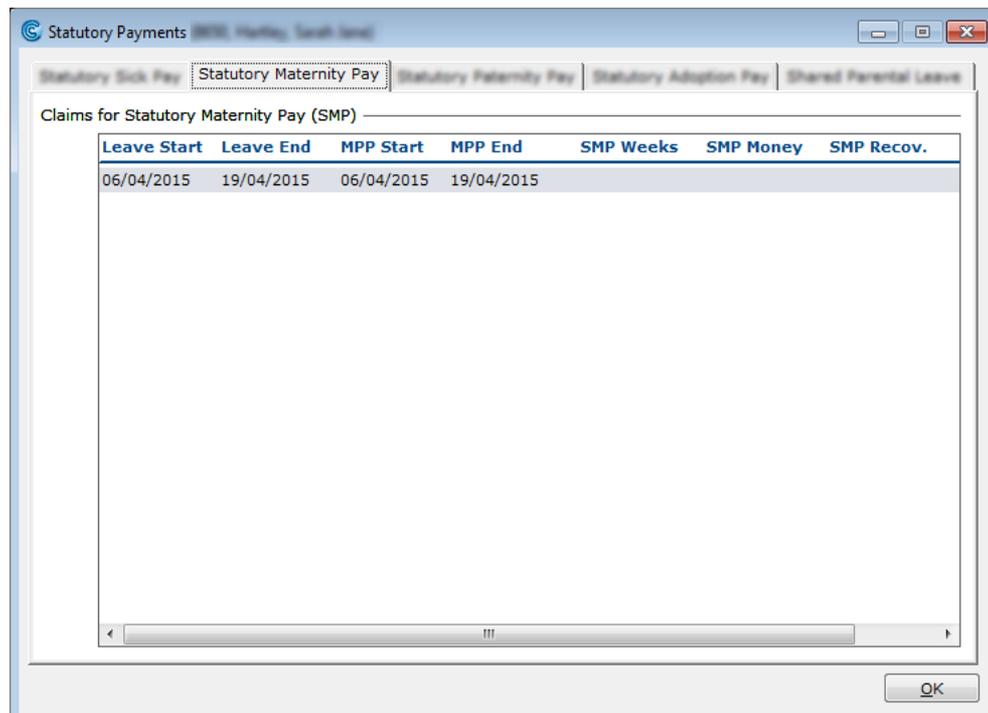
Updating the SMP record	18
Creating the ShPL record	20
Linking the SMP record to the ShPL record	22
Entering the ShPL Weeks	23

Updating the SMP record

Ensure the **SMP** record is updated with the necessary information pertaining to **ShPL**.

To update the SMP record

1. From **Forms**, select **Statutory Payments**. The **Statutory Payments** window appears.
2. Select the **Statutory Maternity Pay** tab. The previously created **SMP** record is displayed.



3. Double-click the record. The **SMP Claim** window appears.

Note: You can also right-click and select **Open** from the menu to access the **SMP Claim** window.

The screenshot shows a window titled "SMP Claim (06/04/2015 to 19/04/2015)". It has two tabs: "Maternity Leave Dates & KIT Days" (selected) and "Statutory Maternity Pay (SMP)".

Maternity Leave Dates

- Maternity leave requested: 12/12/2014
- MAT B1 received: / / * Evidence is required to pay SMP
- Expected date of birth: / / * You must enter the expected date of birth
- Qualifying week starts: / /
- Qualifying week ends: / /
- Actual date of birth: / /
- Stillbirth date: / /
- Maternity leave start: 06/04/2015
- Notified of return to work: / /
- Maternity leave end: 19/04/2015

Keeping In Touch (KIT) Days

- KIT Days used: 0
- KIT Days button

Buttons: OK, Cancel, Apply

4. In the **Maternity Leave Dates & Kit Days** tab, enter the required dates.

Name	Description
MAT B1 received	Enter the date the form was received, to pay SMP.
Expected date of birth	Enter the date the baby is expected.

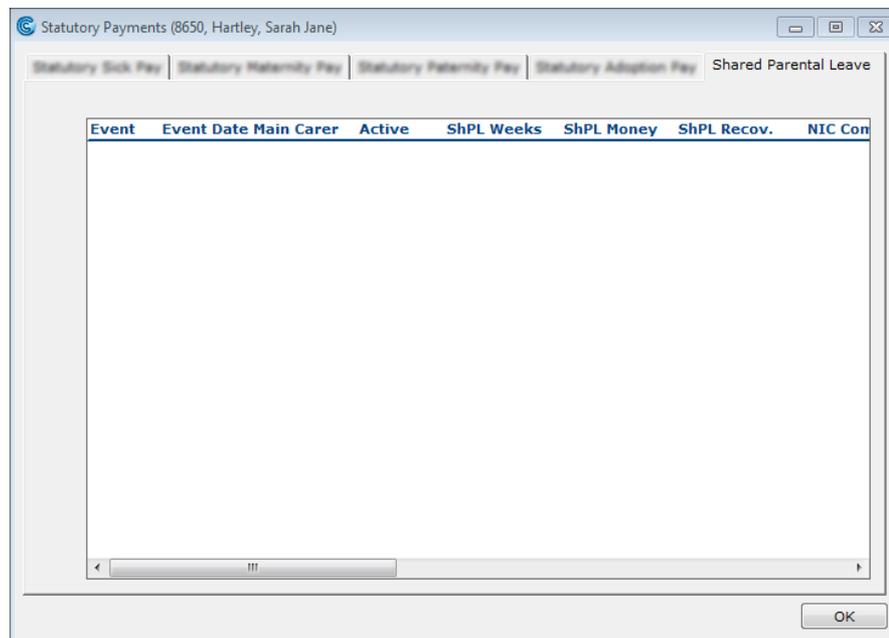
5. Click the **OK** button. The information is saved. You are ready to create the **ShPL** record.

Creating the ShPL record

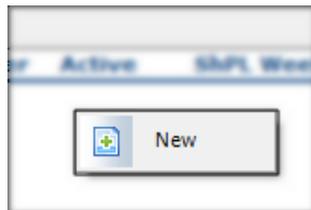
Normally you create absence events through the **Calendar**, but **ShPL** absences are created through the **Calendar of Leave** tab in the **Shared Parental Leave Record** window, so that you can create more than one block of **ShPL** at a time.

To create the ShPL record

1. In the **Statutory Payments** window, select the **Shared Parental Leave** tab.



2. Right-click in the tab's pane. A menu appears.



3. Select **New**. The **Shared Parental Leave** window appears.
4. Choose **Birth** as the **Leave Type**.

5. Ensure the **Employee is the Main Carer** check box is checked as the employee is the Mother, therefore Main Carer.

Note: If the **Employee is the Main Carer** check box is left unchecked, a window entitled **Shared Parental Leave Record(Birth) (Employee is the Partner)** appears instead. For more information, see [Establishing Shared Parental Leave for the Employee \(Partner\)](#).

6. Click the **OK** button. The **Shared Parental Leave Record** window appears.

Linking the SMP record to the ShPL record

The **SMP** information forms the basis of the **ShPL** record.

To link the records

1. In the **Details** tab, select the **SMP Related Period** from the drop down list. The **SMP Ends** date and **SMP Weeks Leave** and **Paid** entitlements automatically appear.

Note: Because the **SMP** record is linked, the **SMP** related dates and entitlements are automatically transferred to the **Shared Parental Leave Record** window.

2. Enter the following required fields:

Name	Description
Baby Born Date	Enter the date the baby was born.
Partner First Name	Enter the first name of the main carer's partner.
Partner Surname	Enter the last name of the main carer's partner.
Partner NI Number:	Enter the National Insurance number of the main carer's partner.
ShPL Wks Booked by Partner	Enter the the partner's ShPL Leave and Paid weeks.

Note: Entering a **Curtailment Date** ends the **SMP** record at that date.

3. Click the **Apply** button. The **Details** tab is updated. Now you are ready to enter the **ShPL** weeks for the employee.

Entering the ShPL Weeks

This is where you enter what weeks the employee is going to be off.

To enter the ShPL weeks

1. In the **Shared Parental Leave Record** window, select the **Calendar of Leave** tab. The date on which the baby is expected to be born is highlighted.

Shared Parental Leave Record (Birth) (Employee is the Main Carer)

Details: **Calendar of Leave**

April 2015							May 2015							June 2015							July 2015																																												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																						
5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
12	13	14	15	16	17	18	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
19	20	21	22	23	24	25	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	18	19	20	21	22	23	24	25	26	27	28	29	30	19	20	21	22	23	24	25	26	27	28	29	30	31																		
26	27	28	29	30	31		24	25	26	27	28	29	30	31	28	29	30	31	26	27	28	29	30	31																																									

August 2015							September 2015							October 2015							November 2015																																																															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																									
2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																					
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31	18	19	20	21	22	23	24	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29	30	31																																										
23	24	25	26	27	28	29	27	28	29	30	31	25	26	27	28	29	30	31	29	30	31																																																															

December 2015							January 2016							February 2016							March 2016																																																																							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																											
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	21	22	23	24	25	26	27	28	29	30	31	20	21	22	23	24	25	26	27	28	29	30	31																																																
27	28	29	30	31			24	25	26	27	28	29	30	31	28	29	30	31	27	28	29	30	31																																																																					

Weeks Available	Weeks Booked Main Carer	Weeks Booked Partner	SPLIT Days
Leave: <input type="text" value="46"/>	Leave: <input type="text" value="0"/>	Leave: <input type="text" value="2"/>	Available: <input type="text" value="0"/>
Payable: <input type="text" value="33"/>	Payable: <input type="text" value="0"/>	Payable: <input type="text" value="2"/>	Taken: <input type="text" value="0"/>

ShPL Weeks SPLIT Days

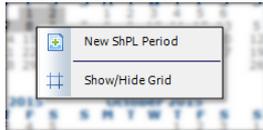
Payment Details Relevant Earnings Take On Details

Apply Cancel OK

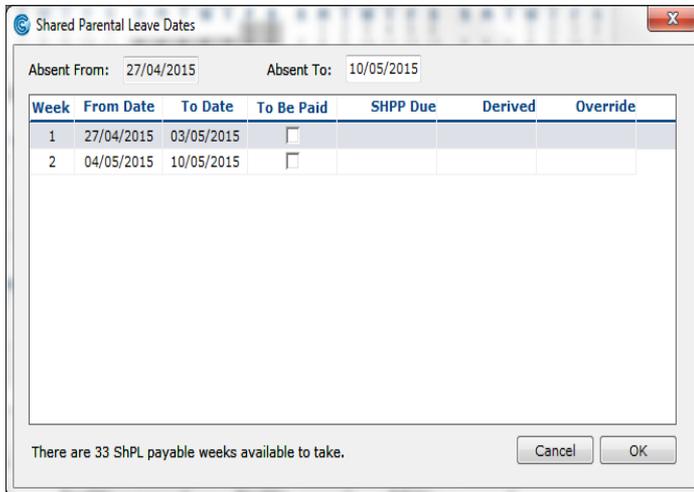
2. Highlight the dates you wish to apply to the employee's leave.

Note: The calendar week must begin and end on a whole week, e.g. Monday to Sunday or Tuesday to Monday, otherwise a warning message appears stating:
The Shared Parental Period (x days) selected a part week. The Employee may lose leave and pay benefit. Do you wish to continue?
To select a block of dates, press **Shift** on your keyboard and click the start date and end date of the leave period. The period becomes highlighted

- Right-click anywhere on the highlighted dates. A menu appears.



- Select **New ShPL** period. The **Shared Parental Leave Dates** window appears.



- Check the **To Be Paid** checkbox for each week to be paid.

Note: You can see how many weeks are available at the bottom of the window, which mirrors the number of **Payable Weeks Available** in the **Calendar of Leave** tab.

- Click the **OK** button. The window is closed. The **Weeks Booked by Main Carer** section in the **Calendar of Leave** tab is automatically updated.
- Continue to book off the desired weeks until the employee's allocation is finished.

Note: You can book up to three blocks of shared parental leave within a **Maternity/Adoption Leave** entitlement, or more depending on the company's discretion.

- Click the **OK** button. The window is closed and the information is saved.

CHAPTER 4

Establishing Shared Parental Leave for the Employee (Partner)

Note: For the purposes of this chapter, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP** unless there are references to specific windows within **Cintra iQ**.

In the case where the employee is the partner of the Main Carer, a **Statutory Paternity Pay (SPP)** record may be available and can be linked to the **ShPL** record. If no **SPP** record is available, you must manually enter the necessary information into the **ShPL** record.

This chapter describes the following:

Updating the SPP record	26
Creating the ShPL record	28
Linking the SPP record to the ShPL record	30
Entering the ShPL Weeks	31

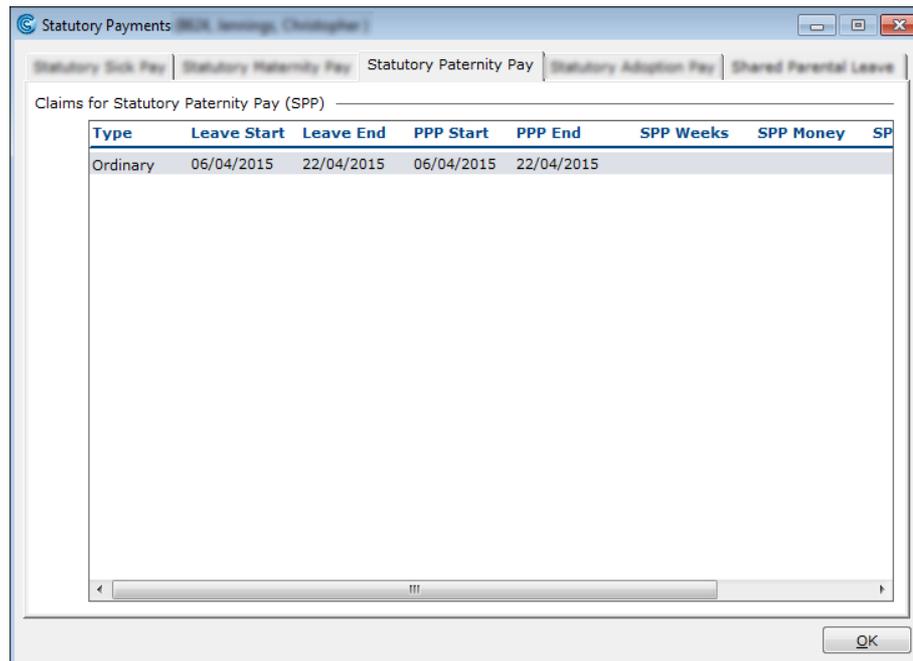
Updating the SPP record

Ensure you've updated the **SPP** record before you can create the **Shared Parental Leave** record as this forms the basis from which to create the **ShPL** record.

Note: Although these procedures pertain to both **Birth** and **Adoption**, for the explanation purposes, **Birth** information is used to illustrate the screen shots. **Adoption** information is displayed as text within the steps.

To update an existing SPP record

1. From **Forms**, select **Statutory Payments**. The **Statutory Payments** window appears.
2. Select the **Statutory Paternity Pay** tab. The previously created **SPP** record is displayed.



3. Double-click the record. The **Ordinary Paternity Pay Claim** window appears.

Note: You can also right-click and select **Open** from the menu to access the **Ordinary Paternity Pay Claim** window.

4. In the **Paternity Leave Dates** tab, enter the required dates for **Birth**.

Name	Description
SC3 received	Enter the date the form was received, to pay SPP.
Expected date of birth	Enter the date the baby is expected.
Actual date of birth	Enter the date of when the baby was born

OR for **Adoption**

Name	Description
Match notified	Enter the date of when the match notification was received, to pay SPP.
SC4/SC5 received	Enter the date of when the evidence form was received, to pay SPP.
Child placed	Enter the date of when the baby/child was placed.

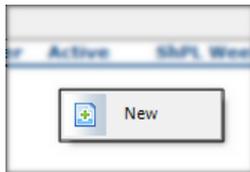
5. Click the **OK** button. The information is saved. You are ready to create the **ShPL** record.

Creating the ShPL record

Normally you create absence events through the **Calendar**, but **ShPL** absences are created through the **Calendar of Leave** tab in the **Shared Parental Leave Record** window, so that you can create more than one block of **ShPL** at a time.

To create the ShPL record

1. In the **Statutory Payments** window, select the **Shared Parental Leave** tab.
2. Right-click in the tab's pane. A menu appears.



3. Select **New**. The **Shared Parental Leave** window appears.
4. Choose the **Type** of leave as **Birth** or **Adoption**.
5. Un check the **Employee is the Main Carer** check box as the employee is not the Main Carer.



Note: If the **Employee is the Main Carer** check box is checked, a window entitled **Shared Parental Leave record (Birth/Adoption) (Employee is the Main Carer)** appears instead.

6. Click the **OK** button. The **Shared Parental Leave Record** window appears.

OR for Adoption:

The window is exactly the same except for the following fields which replace **Expected Date of Birth** and **Baby Born Date**.

Name	Description
Match notified	The date of when the match notification is received.
Child placed	The date of when the baby/child is placed.

Linking the SPP record to the ShPL record

The **SPP** information forms the basis of the **ShPL** record, if the record exists. Otherwise you must enter the information manually.

To link the records

1. In the **Details** tab, select the **SPP Related Period** from the drop down list. The information related to the **SPP** automatically appears.

Note: Because the **SPP** record is linked, the **SPP** related dates and entitlements are automatically transferred to the **Shared Parental Leave Record** window.

Shared Parental Leave Record (Birth) (Employee is the Partner)

Details | **Shared Parental Leave**

SPP Related Period
SPP From 06/04/2015 (Birth) SPP Ends: 23/04/2015 SPP Weeks Leave: 3 Paid: 0

Expected Date of Birth: 06/04/2015
Baby Born Date: 06/04/2015

Binding Notice Held:

Date Binding Notice given to Employer: //
Curtailment Date: //
Revocation Date: //
Date of Notice of Entitlement: //
Date of Notice to Book Leave: // Notification of Ineligibility Date: //

No Longer caring for Child Date: //
Date of Death of Main Carer: //
Date of Death of Partner: //

Main Carer First Name: * You must must enter the carer's first name.
Main Carer Surname: * You must must enter the carer's surname.
Main Carer NI Number: *

Weeks Booked by Carer: Leave: Paid: * You must must enter the carer's SPL+SMP Leave and Paid Weeks.

Is Record Active:

Apply Cancel OK

2. Enter the following required fields if not already filled:

Name	Description
Expected Date of Birth/Match Notified Date	Enter the date of the expected birth or the date the baby/child was matched.
Main Carer's First Name	Enter the first name of the Main Carer.
Main Carer's Surname	Enter the last name of the Main Carer.
Weeks Booked by Carer	Enter the Main Carer's Shared Parental Leave & SMP/SAP Leave and Paid weeks.

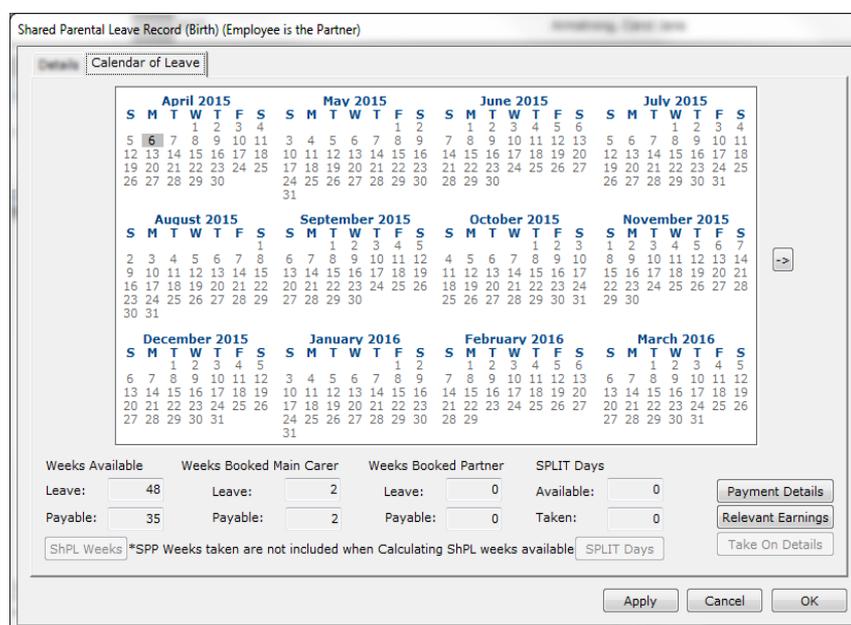
3. Click the **Apply** button. The **Details** tab is updated. You are now ready to enter the **ShPL** weeks for the employee.

Entering the ShPL Weeks

This is where you enter what weeks the employee is going to be off.

To enter the ShPL weeks

1. In the **Shared Parental Leave Record** window, select the **Calendar of Leave** tab. The date on which the baby/child is expected to arrive is highlighted.



Shared Parental Leave Record (Birth) (Employee is the Partner)

Calendar of Leave

April 2015							May 2015							June 2015							July 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2			1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

August 2015							September 2015							October 2015							November 2015													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1				1	2	3	4	5				1	2	3	4	5	6	7				1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28							
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30												
30	31						30	31																										

December 2015							January 2016							February 2016							March 2016									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1						1	2				1	2	3	4	5	6				1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26			
27	28	29	30	31			24	25	26	27	28	29	30	28	29						27	28	29	30	31					

Weeks Available	Weeks Booked Main Carer	Weeks Booked Partner	SPLIT Days
Leave: <input type="text" value="48"/>	Leave: <input type="text" value="2"/>	Leave: <input type="text" value="0"/>	Available: <input type="text" value="0"/>
Payable: <input type="text" value="35"/>	Payable: <input type="text" value="2"/>	Payable: <input type="text" value="0"/>	Taken: <input type="text" value="0"/>

ShPL Weeks *SPP Weeks taken are not included when Calculating ShPL weeks available SPLIT Days

Payment Details
Relevant Earnings
Take On Details

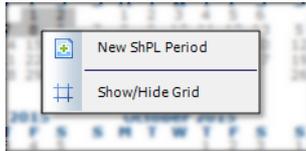
Apply Cancel OK

2. Select the dates you wish to apply to the employee's leave.

Note: The calendar week must begin and end on a whole week, e.g. Monday to Sunday or Tuesday to Monday, otherwise a warning message appears stating: **The Shared Parental Period (x days) selected a part week. The Employee may lose leave and pay benefit. Do you wish to continue?**

To select a block of dates, press **Shift** on your keyboard and click the start date and end date of the leave period. The period becomes highlighted

- Right-click on the selected dates. A menu appears.



- Select **New ShPL** period. The **Shared Parental Leave Dates** window appears.

Week	From Date	To Date	To Be Paid	SHPP Due	Derived	Override
1	27/04/2015	03/05/2015	<input type="checkbox"/>			
2	04/05/2015	10/05/2015	<input type="checkbox"/>			

There are 35 ShPL payable weeks available to take.

Cancel OK

- Check the **To Be Paid** checkbox for each week to be paid.

Note: You can see how many weeks are available at the bottom of the window, which mirrors the number of **Payable Weeks Available** in the **Calendar of Leave** tab..

- Click the **OK** button. The window is closed.
- Continue to book off the desired weeks until the employee's allocation is finished.

Note: You can book up to three blocks of shared parental leave within a **Maternity/Adoption Leave** entitlement, or more depending on the company's discretion.

CHAPTER 5

Establishing Shared Parental Leave for the Employee (Adopter)

Note: For the purposes of this chapter, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP** unless there are references to specific windows within **Cintra iQ**.

You must have a **Statutory Adoption Pay (SAP)** record available to link to a **ShPL** record. This is so that you can see at a glance how much leave the employee is taking and calculate their pay accordingly.

In the case where the adopter is the Main Carer, the **SAP** record forms the basis in which to create a **ShPL** record.

IMPORTANT! Before you can link a **SAP** record to a **ShPL** record, the **SAP** record must already be created .

This chapter describes the following:

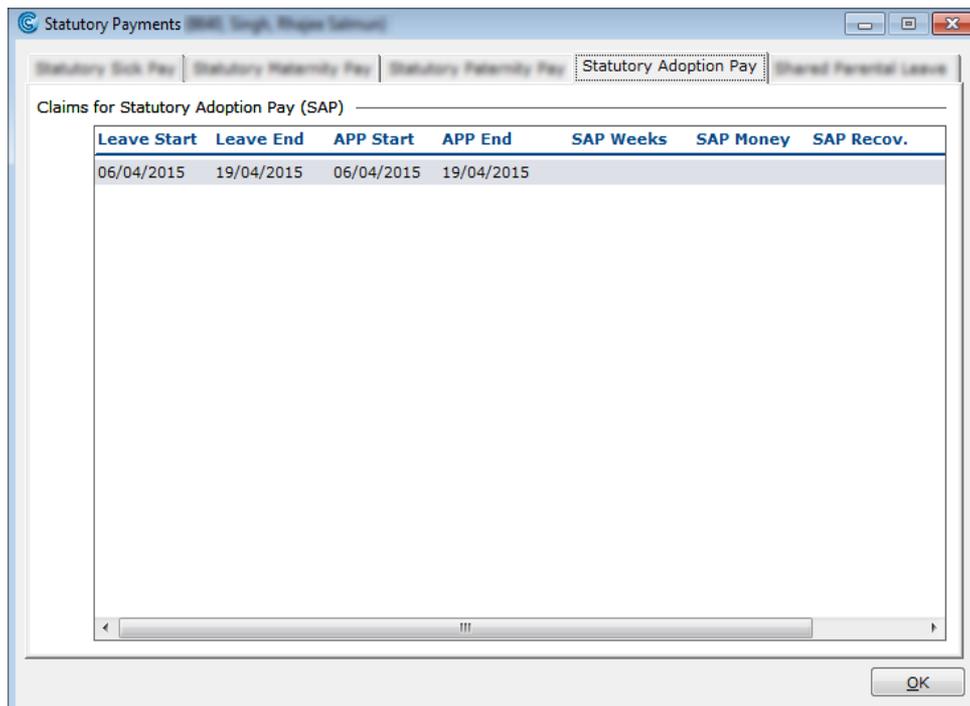
Updating the SAP record	34
Creating the ShPL record	36
Linking the SAP record to the ShPL record	38
Entering the ShPL weeks.	39

Updating the SAP record

Ensure the **SAP** record is updated with the necessary information pertaining to **ShPL**.

To create the SAP record

1. From **Forms**, select **Statutory Payments**. The **Statutory Payments** window appears.
2. Select the **Statutory Adoption Pay** tab. The previously created **SAP** record is displayed.



The screenshot shows a software window titled "Statutory Payments (SAP) Single Stage Summary". It has several tabs: "Statutory Sick Pay", "Statutory Maternity Pay", "Statutory Paternity Pay", "Statutory Adoption Pay" (which is selected), and "Shared Parental Leave". Below the tabs, the text "Claims for Statutory Adoption Pay (SAP)" is displayed. A table with the following columns is shown: "Leave Start", "Leave End", "APP Start", "APP End", "SAP Weeks", "SAP Money", and "SAP Recov.". The table contains one row of data: "06/04/2015", "19/04/2015", "06/04/2015", "19/04/2015". An "OK" button is located at the bottom right of the window.

Leave Start	Leave End	APP Start	APP End	SAP Weeks	SAP Money	SAP Recov.
06/04/2015	19/04/2015	06/04/2015	19/04/2015			

3. Double-click the record. The **SAP Claim** window appears.

Note: You can also right-click and select **Open** from the menu to access the **SAP Claim** window.

4. In the **Adoption Leave Dates & KIT Days** tab, enter the required dates.

Name	Description
Match notified	Enter the date of when the adopter was notified of a match. This is required to pay SAP.
Evidence received	Enter the date of the evidence that the adoption was received.
Child expected	Enter the date of when the child is expected to live with the adopter.
Child placed	Enter the date the child is placed with the adopter.

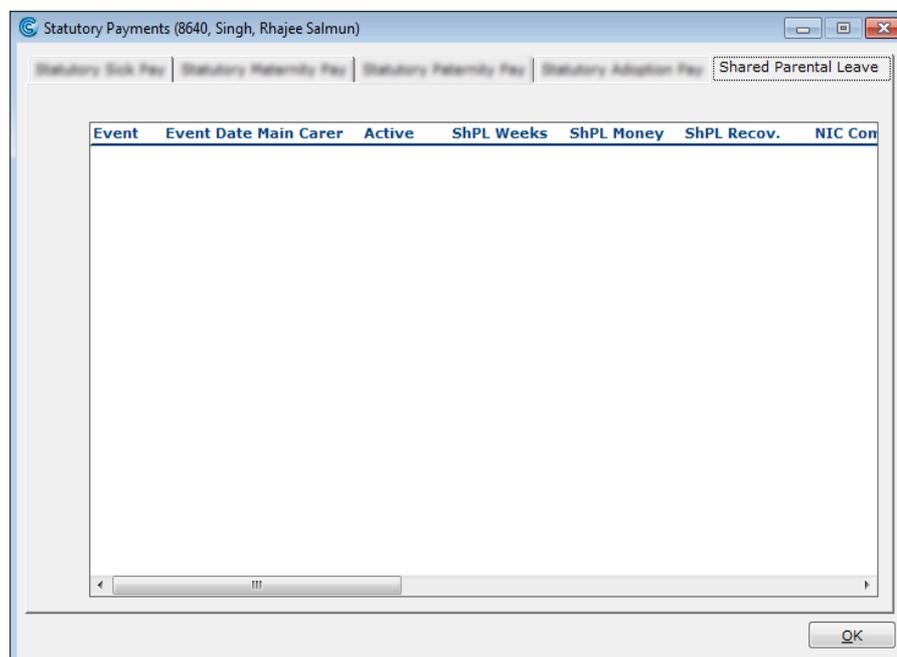
5. Click the **OK** button. The information is saved. You are ready to create the **ShPL** record.

Creating the ShPL record

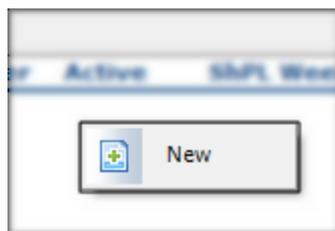
Normally you create absence events through the **Calendar**, but **ShPL** absences are created through the **Calendar of Leave** tab in the **Shared Parental Leave Record** window, so that you can create more than one block of **ShPL** at a time.

To create the Shared Parental Leave record

1. In the **Statutory Payments** window, select the **Shared Parental Leave** tab.



2. Right-click in the tab's pane. A menu appears.



3. Select **New**. The **Shared Parental Leave** window appears.
4. Choose **Adoption** as the **Leave Type**.

5. Check the **Employee is the Main Carer** check box as the employee is the Main Adopter, therefore Main Carer.

Note: If the **Employee is the Main Carer** check box is unchecked, a window entitled **Shared Parental Leave Record (Adoption) (Employee is the Partner)** window appears instead. For more information, see [Establishing Shared Parental Leave for the Employee \(Partner\)](#).

6. Click the **OK** button. The **Shared Parental Leave Record** window appears.

Linking the SAP record to the ShPL record

The **SAP** information forms the basis of the **ShPL** record.

To link the records

1. In the **Details** tab, select the **SAP Related Period**. The **SAP Ends** date and **SAP Weeks Leave** and **Paid** entitlements automatically appear.

Note: Because the **SAP** record is linked, the **SAP** related dates and entitlements are automatically transferred to the **Shared Parental Leave Record** window.

2. Enter the following required fields:

Name	Description
Partner First Name	Enter the first name of the Main Carer's partner.
Partner Surname	Enter the last name of the Main Carer's partner.
ShPL Wks Booked by Partner	Enter the partner's ShPL and Paid weeks.

Note: Entering a **Curtailment Date** ends the **SAP** record at that date.

3. Click the **Apply** button. The **Details** tab is updated. Now you are ready to enter the **ShPL** weeks for the employee.

Entering the ShPL weeks.

This is where you enter what weeks the employee is going to be off.

To enter the ShLP weeks

1. In the **Shared Parental Leave Record** window, select the **Calendar of Leave** tab. The date on which the child is expected to be placed is highlighted.

Shared Parental Leave Record (Adoption) (Employee is the Main Carer)

Details | **Calendar of Leave**

April 2015							May 2015							June 2015							July 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2			1	2	3	4	5	6							
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
													31														

August 2015							September 2015							October 2015							November 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5					1	2	3							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						
30	31						30	31																				

December 2015							January 2016							February 2016							March 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2						1	2	3							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
27	28	29	30	31			24	25	26	27	28	29	30	28	29						27	28	29	30	31			

Weeks Available	Weeks Booked Main Carer	Weeks Booked Partner	SPLIT Days
Leave: <input type="text" value="48"/>	Leave: <input type="text" value="0"/>	Leave: <input type="text" value="2"/>	Available: <input type="text" value="0"/>
Payable: <input type="text" value="35"/>	Payable: <input type="text" value="0"/>	Payable: <input type="text" value="2"/>	Taken: <input type="text" value="0"/>

ShPL Weeks SPLIT Days

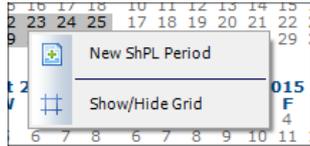
Payment Details Relevant Earnings Take On Details

Apply Cancel OK

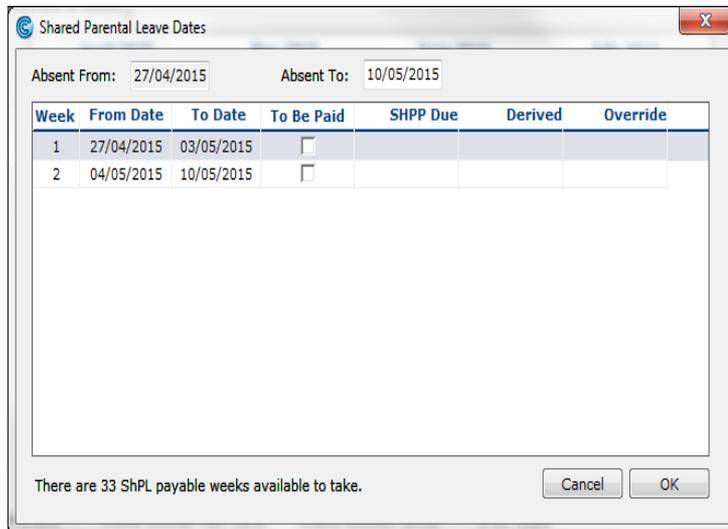
2. Highlight the dates you wish to apply to the employee's leave.

Note: The calendar week must begin and end on a whole week, e.g. Monday to Sunday or Tuesday to Monday, otherwise a warning message appears stating:
The Shared Parental Period (x days) selected a part week. The Employee may lose leave and pay benefit. Do you wish to continue?
To select a block of dates, press **Shift** on your keyboard and click the start date and end date of the leave period. The period becomes highlighted

- Right-click on the selected dates. A menu appears.



- Select **New ShPL Period**. The **Shared Parental Leave Dates** window appears.



- Check the **To Be Paid** check box for each week to be paid.

Note: You can see how many weeks are available at the bottom of the window, which mirrors the number of **Payable Weeks Available** in the **Calendar of Leave** tab..

- Click the **OK** button. The window is closed. The **Weeks Booked by Main Carer** section in the **Calendar of Leave** tab is automatically updated.
- Continue to book off the desired weeks until the employee's allocation is finished.

Note: You can book up to three blocks of shared parental leave within a **Maternity/Adoption Leave** entitlement or more depending on the company's discretion.

- Click the **OK** button. The window is closed and the information is saved.

CHAPTER 6

More Information

This chapter contains further information about Shared Parental Leave and Shared Parental Pay.

Note: For the purposes of this chapter, **Shared Parental Leave** is referred to as **ShPL** and **Shared Parental Pay** as **ShPP** unless there are references to specific windows within **Cintra iQ**.

This chapter describes the following:

Assigning a KIT Day	42
Assigning a SPLIT Day	44

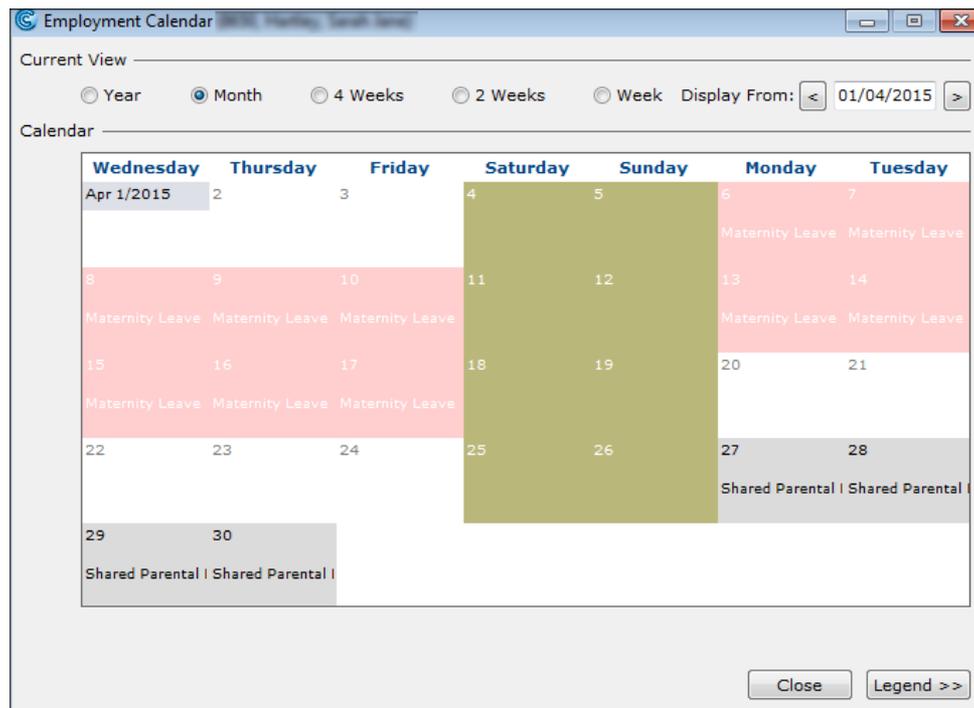
Assigning a KIT Day

KIT days are **Keep In Touch** days. This is so the employee can keep up with their work while they are on maternity/adoption leave.

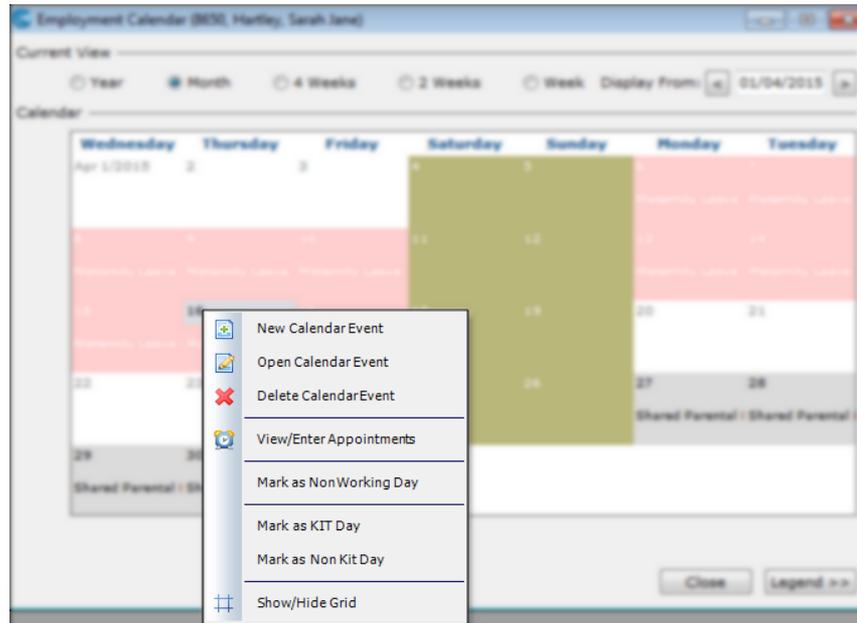
Note: You can only assign KIT days during a maternity/adoption leave.

To assign a KIT day

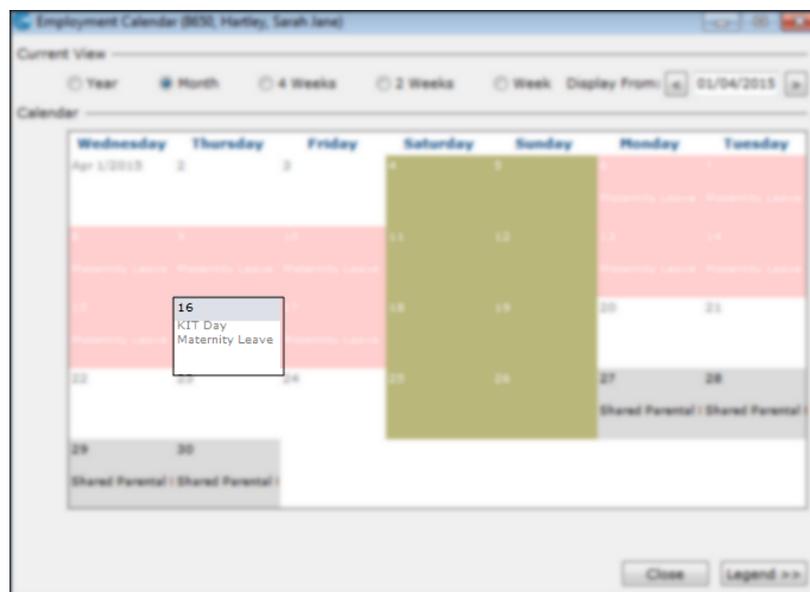
1. From the **Navigator**, select the appropriate employee
2. From **Forms**, select **Calendar**. The employee's maternity/adoption leave and shared parental leave is displayed.



3. Select the desired date and then right-click. A menu appears.



4. Select **Mark as KIT Day**. The date is flagged as a **KIT Day**.



5. Click the **Close** button. The change is saved and the window is closed.

Assigning a SPLIT Day

SPLIT days are **Shared Parental Leave In Touch** days. This is so the employee can keep up with their work while they are on shared parental leave.

Note: You can only assign SPLIT days during a shared parental leave.

To assign a SPLIT day

1. Return to the **Shared Parental Leave** tab in the **Statutory Payments** window.
2. Right click on the **ShPL** record. A menu appears.
3. Select **Open**. The **Shared Parental Leave Record** window appears
4. Select the **Calendar of Leave** tab. The dates of the **ShPL** remain highlighted.

(Birth) (Employee is the Main Carer)

Details **Calendar of Leave**

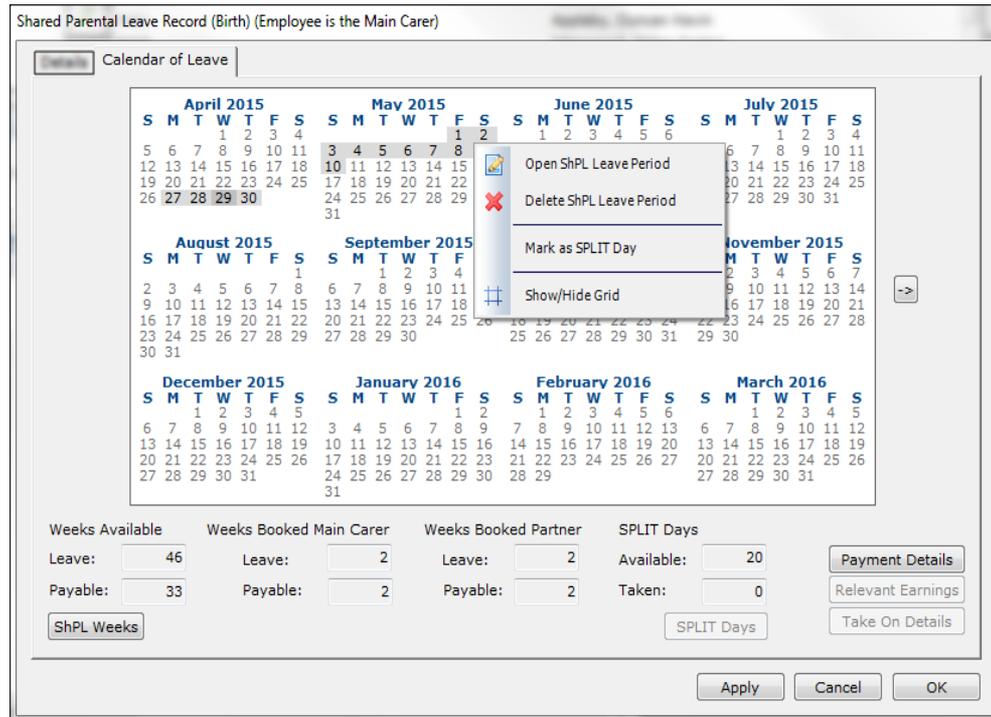
April 2015							May 2015							June 2015							July 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30											

August 2015							September 2015							October 2015							November 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2	1	2	3	4	5	6	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31						30	31																			

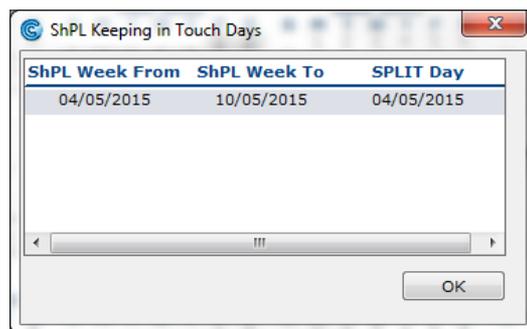
December 2015							January 2016							February 2016							March 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2	1	2	3	4	5	6	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29	30	28	29						27	28	29	30	31		

Weeks Available	Weeks Booked Main Carer	Weeks Booked Partner	SPLIT Days
Leave: <input type="text" value="44"/>	Leave: <input type="text" value="2"/>	Leave: <input type="text" value="2"/>	Available: <input type="text" value="20"/>
Payable: <input type="text" value="31"/>	Payable: <input type="text" value="2"/>	Payable: <input type="text" value="2"/>	Taken: <input type="text" value="0"/>

- Select the desired date and then right-click. A menu appears.

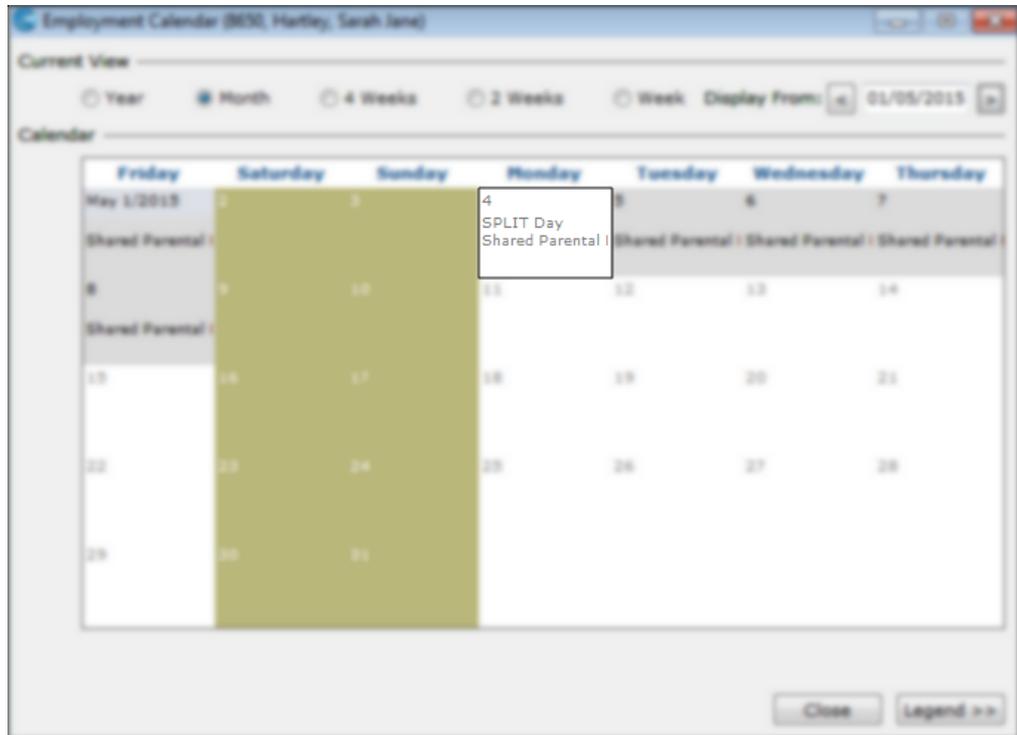


- Select **Mark as SPLIT Day**. The **Available** and **Taken** figures in the **SPLIT Days** section are automatically updated.
- Click the **SPLIT Days** button. The **ShPL Keeping in Touch Days** window appears. This displays the **SPLIT day(s)** the employee is back to work.



- Click the **OK** button. The window is closed. You are returned to the **Calendar of Leave** tab.

9. Click the **OK** button. The updates are saved.
10. Return to the **Calendar** in **Forms**.
11. Navigate to the desired date. The **SPLIT** day is now displayed.



12. Click the **Close** button. The change is saved and the window is closed.

Glossary

C

Carer

Main Carer

D

DOB

Date of Birth

E

EWC

Expected Week of
Confinement/Childbirth

K

KIT Days

Keep In Touch days. These days are only applicable to Maternity/Adoption leave.

Q

QW

Qualifying Week

S

SAP

Statutory Adoption Pay

ShPL

Shared Parental Leave

ShPP

Statutory Shared Parental
Pay

SMP

Statutory Maternity Pay

SPL

Shared Parental Leave.
Also known as ShPL in
Cintra IQ.

SPLIT days

Shared Parental Leave In Touch days. These days are only applicable to ShPL.

SPP

Statutory Paternity Pay

SSP

Statutory Sick Pay