



How to... Apply for Shared Parental Leave & Pay

Select the Relevant Form(s)		
I am the...	I am employed by Perth & Kinross Council	I am not employed by Perth & Kinross Council
Mother or Primary Carer	FORM SPL-A	FORM SPL-C
Father, Secondary Carer or Partner	FORM SPL-B	FORM SPL-C

Download Forms and Guidance		
Download Form	Download Guidance	Description
SPL-A	How to Complete Form SPL-A	To be completed if the mother or primary carer is employed by Perth & Kinross Council. This form allows the employee to provide notice to curtail leave, provide notice of entitlement & intention and provide notice of intended leave.
SPL-B	How to Complete Form SPL-B	To be completed if the father, secondary carer or partner is employed by Perth & Kinross Council. This form allows the employee to provide notice of entitlement & intention and provide notice of intended leave.
SPL-C	How to Complete Form SPL-C	To be completed by the mother, primary carer, father, secondary carer or partner not employed by Perth & Kinross Council. This form allows the individual to provide notice of entitlement & intention and to provide their details.

Notification Period	
8 weeks	All forms must be received by Employment and Payroll Services at least 8 weeks before Shared Parental Leave begins. Forms received less than the 8 week notification period may not be authorised for the requested leave dates.

Further Information: HR@pkc.gov.uk or phone 01738 475555, Option 5