

## **SPL for Non-Teaching Staff**

SPL is something that anyone who meets certain eligibility criteria can apply for.

However, whether it will have the benefits advertised on our website for teachers is not fully guaranteed due to the difference in contracts. Many TA's have applied successfully, but some have been told that as they are not contracted to work during this period they wouldn't be paid. If they do say this they must be able to explain to you how they are calculating and paying accrued holiday. We also recommend pushing back and asking what happens for support staff who just end maternity leave at the start of a holiday – if they are paid their normal full pay then they are on very questionable grounds if they treat you differently because you are going to take SPL.

We recommend writing to them for clarification, this is our recommended e-mail:

*Dear HR/Payroll,*

*I am considering taking Shared Parental Leave (SPL) during my baby's first year and would like to clarify how my pay would work if I take SPL in separate blocks, with periods of return to work in between. I understand that I meet the eligibility criteria for SPL and Statutory Shared Parental Pay (ShPP). I also understand that, as a term-time-only Teaching Assistant, I am contracted to work 39 weeks per year and that my salary is calculated on a pro-rata basis, with the annual leave/holiday element incorporated into that calculation and the resulting salary paid across the year.*

*My question relates specifically to what happens if I return to work between two blocks of SPL during a period which falls outside my 39 contracted working weeks, for example during the summer holiday.*

*Ordinarily, if I were not on maternity leave or SPL, I would continue to receive my normal pro-rata salary during the school holidays, despite those weeks falling outside my 39 contracted working weeks.*

*I would therefore like to understand whether the same contractual pay arrangement applies if I return to work between two blocks of SPL.*

*For example, if I:*

- take a period of SPL;*
- formally return to work during the summer holiday; and*
- subsequently commence a further period of SPL,*

*would I receive my normal contractual/pro-rata salary for the period during which I have returned to work? If not, could you please clarify the contractual and/or payroll basis for treating this period differently from a normal school holiday period?*

*I understand that annual leave continues to accrue during maternity leave and SPL. I would also be grateful if you could clarify whether any calculation of annual leave*

*accrued during maternity/SPL is separate from the question of pay for a period during which I have actually returned to work.*

*I would appreciate clarification of how this would work for a term-time-only member of staff, including an example of the calculation if possible, as this will affect how I plan any periods of SPL.*

*Many thanks for your help.*

*Kind regards,*