**Shared Parental Leave stipend application: University of Sheffield-funded PGR students**

Please read the guidance before completing this form.

This form is for PGRs in receipt of a stipend from the University of Sheffield.

To be eligible for a SPL stipend, you must be receiving a stipend at either the due date of the child or the adoption placement date. We will check your funding details on receipt of this form, along with your other information and will follow up with any queries before proceeding.

You will receive an email to confirm the period of leave of absence and SPL payment once all the information has been reviewed and confirmed.

|  |  |
| --- | --- |
| Family Name |  |
| First name(s) |  |
| Registration number |  |
| Email address |  |
| School |  |
| Primary supervisor |  |

|  |  |
| --- | --- |
| Expected date of birth of your child or expected adoption placement date | dd/mm/year |

Please attach a copy of either your partner’s MATB1 or matching certificate.

|  |  |  |
| --- | --- | --- |
| Planned dates of SPL |  |  |
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|  |  |  |

To be eligible under this policy, the birth parent or primary adopter must be eligible for shared parental leave. Please confirm the basis of their eligibility:

|  |  |
| --- | --- |
| Birth parent is employed and eligible for SPL |  |
| Birth parent is self-employed and eligible for maternity allowance |  |
| Primary adopter is employed and eligible for SPL |  |
| Birth parent or primary adopter is a PGR eligible for SPL |  |

Please give brief details to confirm your partner’s eligibility for SPL, including the name of their employer or nature of self employment where applicable. Where the birth parent or primary adopter is a PGR eligible for SPL, please provide their name and school.

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| By how many weeks has the birth parent or primary adopter decided to curtail their maternity or adoption pay or maternity allowance |  |
| How many weeks SPL are you applying to take (up to a maximum of 26) |  |

Please send the completed form and supporting document to [pgr-scholarships@sheffield.ac.uk](mailto:pgr-scholarships@sheffield.ac.uk)