**The shared parental leave process at a glance**

**Step 1:**

**Becoming**

**aware of**

**a pregnancy**

**or a match.**

Employer (if aware):

* Discussing intentions and other leave options

Employee:

* Is SPL Suitable
* Considering what leave arrangements work best?

Employee:

* Leave begins or the request is withdrawn.

Employer:

* Confirm and communicate outcome.

Employee:

* Notifying the employer of a leave booking.

Employer:

* Considering the impact of a leave booking.
* Discussing a leave booking.

Employee:

* Notifying the employer of eligibility.

Employer:

* Discussing early intentions.
* Making early preparations and plans

**Step 4:**

**Outcome**

**Step 3:**

**Notification**

**of a leave**

**Booking**

**Step 2:**

**Choosing**

**SPL and**

**Notification of**

**Entitlement**