

## Adopter's Partner's Model Notices and Declarations

**Note:** The Model Notices and Declarations are used to confirm that the Adopter and/or the Adopter's Partner are eligible for, and intend to take, Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP). The Adopter's Partner needs to provide the information contained in the Model Notices and Declarations (Adoptive Parents) to her/his employer at least 8 weeks before the start of any period of SPL or ShPP the Adopter and/or the Adopter's Partner plans to take.

### Section 1: Adopter's Partner's 'Notice of Entitlement and Intention'

#### Notice to Adopter's Partner's employer

Please accept this as notice that my partner (the Adopter) is eligible for Adoption Leave (AL) and/or Statutory Adoption Pay (SAP) and intends to end her/his adoption entitlement early (i.e. take less than 52 weeks of AL and/or less than 39 weeks of SAP) to enable me and/or the Adopter to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).

#### 1A: You and your family:

##### About you (the Adopter's Partner):

Surname:	National Insurance Number (please state explicitly if you do not have a National Insurance Number):
First name(s):	Address:

##### About the child's other parent (the Adopter):

Surname:	National Insurance Number (please state explicitly if they do not have a National Insurance Number):
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<sup>4</sup> If the Adopter isn't eligible for AL s/he can 'create'

First name(s):	Address:
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## Section 2: Adopter's Partner's Declaration to her/his Employer

**Note:** You should only tick or electronically check the box in the right hand column if the statement is correct.

### Adopters' Partners who are eligible for and planning to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP)

I am giving notice that I am entitled to and intend to take SPL and/or claim ShPP (delete as appropriate)

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I am the Adopter's Partner and at the date of the child's placement with the family I was (or will be) the Adopter's: spouse; civil partner; or a partner living with the Adopter and the child in an enduring family relationship.

☐

I had (or will have) the main responsibility for the care of the child at the time of the child's placement with the family (along with the Adopter who has made the Declaration in Section 3).

☐

I am eligible for and intend to take SPL.

☐

**Note:** Please refer to the [Eligibility Checklist \(Adoptive Parents\)](#) on Gov.UK and ensure that you are eligible for SPL and comply with all of the conditions that apply to an adoptive parent who is planning to take SPL.

I am eligible for and intend to claim ShPP.

☐

**Note:** Please refer to the [Eligibility Checklist \(Adoptive Parents\)](#) on Gov.UK and ensure that you are eligible for ShPP and comply with all of the conditions that apply to an adoptive parent who is planning to claim ShPP.

I will be caring for the child during the weeks that I am on SPL.

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I will be caring for the child during the weeks in which I claim ShPP.

☐

I will provide the additional evidence that my employer is permitted to ask for within

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Shared Parental Pay (ShPP) for the Adopter's Partner to take by committing to end her/his SAP early (i.e. take less than 39 weeks of SAP). The Adopter does this by giving their employer an 'Adoption Pay Curtailment Notice' which must be accompanied by Notice of Entitlement and Intention.

14 days of the date of this notice (on request).	
<b>Note:</b> See: <a href="#">Supplementary Evidence that may be requested by an Employer.</a>	
I will immediately inform my employer if my circumstances change and I cease to care for the child.	<input type="checkbox"/>
I will immediately inform my employer if the Adopter withdraws or changes her/his 'Adoption Leave Curtailment Notice' and/or her/his 'Adoption Pay Curtailment Notice'.	<input type="checkbox"/>
I will immediately inform my employer if I cease to be entitled to SPL and/or ShPP for some other reason.	<input type="checkbox"/>
I confirm that all information provided in my 'Notice of Entitlement and Intention' (Section 1) and in the Adopter's Partner's Declaration (Section 2) is correct.	<input type="checkbox"/>
<p><b><u>Notice to Adopter's Partner's employer:</u></b></p> <p>Please accept this as confirmation that either myself and/or the other adoptive parent (the Adopter) is eligible for and intends to take Shared Parental Leave (SPL) and/or claim Statutory Shared Parental Pay (ShPP).</p> <p>I confirm that all of the information provided in my 'Notice of Entitlement and Intention' (Section 1) and in the Adopter's Partner's Declaration (Section 2) is correct.</p> <p>Adopter's Partner's signature: .....</p> <p>Date: .....</p>	
<p><b>Section 3: Adopter's Declaration to Adopter's Partner's Employer</b></p> <p><b>Note:</b> You should only tick or electronically check the box in the right hand column if the statement is correct.</p>	
I had (or will have) the main responsibility for the care of the child at the time of the child's placement with the family (along with the Adopter's Partner who has made the Declaration in Section 2).	<input type="checkbox"/>
I am the Adopter of the child.	<input type="checkbox"/>

The Adopter's Partner is (or will be) my: spouse; civil partner; or a partner living with me and the child in an enduring family relationship at the date the child is placed with the family.	<input type="checkbox"/>
<p>I have read and comply with the conditions that apply to the Adopter where the Adopter's Partner is planning to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).</p> <p><b>Note:</b> Please refer to the <a href="#">Eligibility Checklists (Adoptive Parents)</a> on Gov.UK and ensure that you comply with the conditions that apply to the Adopter where the Adopter's Partner is planning to take SPL and/or claim ShPP.</p>	<input type="checkbox"/>
I consent to the Adopter's Partner taking the period or periods of SPL and/or ShPP (delete if not applicable) indicated in the Adopter's Partner's 'Notice of Entitlement and Intention' (see: Section 1B).	<input type="checkbox"/>
I will immediately inform the Adopter's Partner if I revoke (withdraw) my 'Adoption Leave Curtailment Notice' and/or my 'Adoption Pay Notice'.	<input type="checkbox"/>
I consent to the Adopter's Partner's employer processing the information about me provided in Adopter's Partner's 'Notice of Entitlement and Intention' and in the Adopter's Declaration.	<input type="checkbox"/>
I confirm that the information provided in this 'Notice of Entitlement and Intention' and in the Adopter's Declaration is correct.	<input type="checkbox"/>
<p>Adopter's signature: .....</p> <p>Date: .....</p>	

## Section 4: ‘Period of Leave Notice’(s)

**Note:** You are entitled to give your employer up to 3 ‘Period of Leave Notices’. The notice(s) must be given to your employer at least 8 weeks before the start of the period or periods of Shared Parental Leave (SPL) referred to in the notice. You can change your mind about your dates for SPL but any notice to vary or cancel SPL already ‘booked’ will count towards your cap of 3 ‘Period of Leave Notices’.

### ‘Period of Leave Notice’ 1

Start date for SPL	End date for SPL

**Notice to employer:**

Please treat this as binding notice to take Shared Parental Leave on the dates specified above.

### ‘Period of Leave Notice’ 2

Start date for SPL	End date for SPL

**Notice to employer:**

Please treat this as binding notice to take Shared Parental Leave on the dates specified above.

### ‘Period of Leave Notice’ 3

Start date for SPL	End date for SPL

<p><b><u>Notice to employer:</u></b></p> <p><b>Please treat this as binding notice to take Shared Parental Leave on the dates specified above.</b></p>	