

# **Partner's** notices and declarations for Shared Parental Leave and Pay

#### **Instructions**

These are the forms you need to complete to take Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP). If your employer has their own forms they can be used instead.

There are 4 sections in this form. You must submit these forms to your employer at least 8 weeks before your Shared Parental Leave or Statutory Shared Parental Pay starts.

- 1. Partner's notice of entitlement and intention
- 2. Partner's declaration to employer
- 3. Mother's declaration to partner's employer
- 4. Period of leave notice

### Section 1 of 5: Partner's notice of entitlement and intention

## **About your family**

You (the partner)

1	Surname	7	First name(s)
3	First name(s)	8	National insurance number
4	National insurance number	9	Home address
5	Home address		Town or city
			County
			Postcode
	Town or city		
	County		Child
	Postcode	10	
	Mother	10	What is the child's expected date of birth / actual date of birth?
6	Surname		

# Section 1 of 5: Partner's notice of entitlement and intention

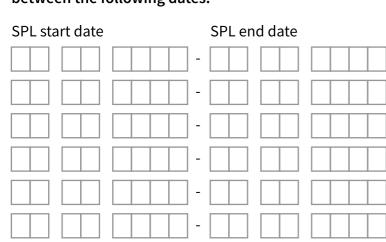
Complete the sections relevant to you.

	About the mother's Maternity Leave		About the mother's Statutory
11	Date maternity leave will start		Maternity Pay
		17	Date maternity pay will start
12	Date maternity leave will end		
		18	Date maternity pay will end
13	Number of weeks of maternity leave left at		
13	the date maternity leave will end		
	the date materinty leave will end	19	Number of weeks of statutory maternity pay
			left at the date maternity pay will end
	Shared Parental Leave		
14	Weeks of shared parental leave available		Statutory Shared Parental Pay
		20	Weeks of shared parental pay available
15	Number of weeks of shared parental leave		
	the mother intends to take	21	Number of weeks of shared parental pay the
			mother intends to take
16	Number of weeks of shared parental leave		
	the partner intends to take	22	Number of weeks of shared parental pay the
			partner intends to take
	ı	ı	

## Section 1 of 5: Partner's notice of entitlement and intention

#### Indication of when you intend to take Shared Parental Leave

At the date of this notice I intend to take SPL between the following dates:



#### Indication of when you intend to take Statutory Shared Parental Pay

At the date of this notice I intend to take ShPP between the following dates:

SPL start date		SPL end date	
	-		
	-		
	-		
	-		
	-		
	-		

# Section 2 of 5: Partner's declaration to employer

I am giving notice that I am entitled to and intend to take: - Shared Parental Leave (SPL)	
- Statutory Shared Parental Pay (ShPP)	
I am the father of the child and/or at the date of the child's birth I was (or will be) the mother's: spouse; civil partner; or a partner living with the mother and her 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 birth (along with the mother who has made the declaration in Section 3).	
I am eligible for and intend to take SPL.	
I am eligible for and intend to take ShPP.	
I will be caring for the child during the weeks that I am on SPL.	
I will provide additional evidence to my employer (on request) if my employer asks for this within 14 days of the date of this notice.	
I will immediately inform my employer if my circumstances change and I cease to care for the child.	
I will immediately inform my employer if the mother withdraws or changes her 'Maternity Leave Curtailment Notice' and/or her 'Maternity Pay Curtailment Notice'.	
I will immediately inform my employer if I cease to be entitled to SPL and/or ShPP for some other reason.	
Partner's signature	
Date	

# Section 3 of 5: Mother's declaration to partner's employer

I had (or will have) the main responsibility for the care of the child at the time of the birth (along with the child's father/my partner).	
I am the mother of the child.	
The father/partner is the child's father and/or at the date of the child's birth is my spouse, civil partner; or a partner living with me in an enduring relationship.	
I have read and comply with the conditions that apply to the mother where the father/partner is planning to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).	
I consent to the father/partner taking the period or periods of SPL and/or ShPP (delete if not applicable) indicated in the Father's/Partner's Notice of Entitlement and Intention (see: Section 1).	
I will immediately inform the father/partner if I revoke (withdraw) my 'Maternity Curtailment Notice' and/or my 'Maternity Pay Notice'.	
I consent to the father's/partner's employer processing the information about me provided in the Father's/Partner's Notice of Entitlement and Intention and in the Mother's Declaration.	
I confirm that the information provided in the Mother's Declaration is correct.	
Mother's signature	
Date	

## **Section 5 of 5: Period of Leave Notice**

- Use this form to give binding notice to take Shared Parental Leave 8 weeks before your leave starts.
- You can sumbit up to 3 Period of Leave Notices (in case you want to amend your plan or take additional shared parental leave)
- Eligible parents are entitled to 3 blocks of Shared Parental Leave (one block per Period of Leave Notice), more if their employer allows.

Block 1	
SPL start date	SPL end date
-	
Block 2	
SPL start date	SPL end date
-	
Block 3	
SPL start date	SPL end date
-	
Additional blocks	
SPL start date	SPL end date
-	
SPL start date	SPL end date
-	
SPL start date	SPL end date
-	
SPL start date	SPL end date

#### **Notice to employer:**

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