

Mothers' Model Notices and Declarations

Section 1: Mother's Notice of Entitlement and Intention

1A: You and your family:

About you (the mother):

Surname:	National Insurance Number (Please state explicitly if you do not have a National Insurance Number):
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First name(s):	Address:
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About the child's other parent (the father/partner):

Surname:	National Insurance Number (Please state explicitly if you do not have a National Insurance Number):
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First name(s):	Address:
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About your baby:

Expected date of birth (due date):	Actual date of birth (if your baby has already been born):
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1B: Entitlement to Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP):	
About your maternity entitlement:	
Date Maternity Leave (ML) will start/started (if applicable):	
Date you will return to work or end your ML (if applicable):	
<i>Note: You can either end your ML by returning to work or by giving your employer a 'Maternity Leave Curtailment Notice' (see: Section 5).</i>	
Number of weeks of ML left at the date your ML will end (if applicable):	
Date Statutory Maternity Pay (SMP) will start/started (if applicable):	
Date your wish to end your SMP (if applicable):	
<i>Note: You will need to give your employer a 'Maternity Pay Curtailment Notice' (see: Section 5).</i>	
Number of weeks of SMP remaining at the date your SMP will end (if applicable):	
About your entitlement to Shared Parental Leave (SPL):	
Weeks of SPL 'created' (if applicable):	
<i>Note: This is 52 weeks less the number of weeks of ML you intend to take. If you are not eligible for ML this will be 52 weeks less the number of weeks of SMP you will have taken when your SMP ends³:</i>	
Number of weeks of SPL you intend to take (if any).	
Number of weeks of SPL the father/partner intends to take (if any).	

³ If the mother isn't eligible for ML she can 'create' SPL and/or ShPP for an employed father/partner to take by committing to end her SMP or her Maternity Allowance (MA) early. Notice to end MA early should be given to Jobcentre Plus.

1C: Non-binding indication of when you plan to take Shared Parental Leave (SPL)

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

SPL Start Date	SPL End Date

Note: You need to give your employer a Period of Leave Notice to 'book' the SPL that you intend to take. You can do this now if you have already firmed up your leave dates (see: Section 4).

About your entitlement to Statutory Shared Parental Pay (ShPP):

Weeks of ShPP 'created' (if applicable):

Note: This is 39 weeks less the number of weeks of SMP you intend to take.

Number of weeks of ShPP you intend to take (if any):

Number of weeks of ShPP the father/partner intends to take (if any):

Section 2: Mother's Declaration to Her Employer

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

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

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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 father/partner who has made the declaration in Section 3).

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<p>I am eligible for and intend to take SPL.</p> <p>Note: Please refer to the <i>Eligibility Checklist (Birth Parents)</i> on Gov.UK and ensure that you are eligible for SPL.</p>	<input type="checkbox"/>
<p>I am eligible for and intend to take ShPP</p> <p>Note: Please refer to the <i>Eligibility Checklist (Birth Parents)</i> on Gov.UK and ensure that you are eligible for ShPP.</p>	<input type="checkbox"/>
<p>I will be caring for my child during the weeks that I am on SPL.</p>	<input type="checkbox"/>
<p>I will be caring for my child during the weeks in which I claim ShPP.</p>	<input type="checkbox"/>
<p>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.</p> <p>Note: See Supplementary Evidence that may be requested by an Employer.</p>	<input type="checkbox"/>
<p>I will inform my employer immediately if my circumstances change and I cease to care for my child.</p>	<input type="checkbox"/>
<p>I will inform my employer immediately if I withdraw or change my 'Maternity Leave Curtailment Notice' and/or my 'Maternity Pay Curtailment Notice'. (See: Section 5).</p>	<input type="checkbox"/>
<p>I will inform my employer immediately if I cease to be eligible for SPL and/or ShPP for some other reason.</p>	<input type="checkbox"/>
<p>I confirm that the information provided in my Notice of Entitlement and Intention (see Section 1) and in the Mother's Declaration (see Section 2) is correct.</p>	<input type="checkbox"/>
<p>Alternatively, if you are not intending to take any SPL or ShPP, you should confirm the following:</p> <ul style="list-style-type: none"> I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant). I declare that the father/partner has given notice to their employer to take SPL and/or ShPP. I consent to the father/partner intended claim for SPL and/or ShPP. 	<input type="checkbox"/>
<p>Mother's signature:</p> <p>Date:</p>	

<h3>Section 3: Father's/Partner's Declaration to Mother's Employer</h3> <p>Note: 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 birth (along with the child's mother).	<input type="checkbox"/>
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.	<input type="checkbox"/>
<p>I have read and comply with the conditions that apply to the father/partner where the mother is planning to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).</p> <p>Note: Please refer to the Eligibility Checklists (Birth Parents) on Gov.UK and ensure that you meet the conditions that apply to fathers/partner when they are consenting to the mother taking SPL and/or ShPP.</p>	<input type="checkbox"/>
I consent to the mother taking the period or periods of SPL and/or ShPP (delete if not applicable) that she has indicated in section 1B.	<input type="checkbox"/>
I consent to the mother's employer processing the information about me provided in the Mother's Notice of Entitlement and Intention (see Section 1) and in the Father's/Partner's Declaration (see Section 3).	<input type="checkbox"/>
I confirm that the information provided in the Father's/Partner's Declaration is correct.	<input type="checkbox"/>
<p>Father's/Partner'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 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
<u>Notice to employer:</u> 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
<u>Notice to employer:</u> 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
<u>Notice to employer:</u> Please treat this as binding notice to take Shared Parental Leave on the dates specified above.	

Section 5: Mother's Notice to Curtail Maternity Entitlement

Note: You should only complete Section 5 if: you are the child's mother; you and/or the father/partner are eligible for Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP); and you consent to ending your Maternity Leave (ML) and/or your Statutory Maternity Pay (SMP) early to enable you and/or the father/partner to take SPL and/or ShPP.

Mother's name:

Maternity Leave Curtailment Notice:

I would like my ML to end on: (insert date)

Maternity Pay Curtailment Notice:

I would like my SMP to end on: (insert date)

I have given notice of my/the father's/partner's entitlement to and intention to take SPL and/or ShPP in the **Notice of Entitlement and Intention**.

Notice to employer:

Please accept this as my notice to curtail my Maternity Leave (ML) and/or my Statutory Maternity Pay (SMP). Notice of Entitlement and Intention to Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP) is set out in Section 1 of this document.

I understand that my ML and/or SMP will end on the dates that I have given above.

I understand that I can only reinstate my ML or SMP if I revoke (withdraw) this notice before these dates.

I confirm that the information provided in this notice is correct.

Mother's signature:

Date: