

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 notices

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

About your family

You (the partner)

1	Surname	<input type="text"/>
3	First name(s)	<input type="text"/>
4	National insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5	Home address	<input type="text"/> <input type="text"/> <input type="text"/> Town or city County Postcode

Mother

6	Surname

7	First name(s)										
8	National insurance number										
9	Home address										
	Town or city										
	County										
	Postcode										

Child

10	What is the child's expected date of birth / actual date of birth?
	<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> </div> </div>

Section 1 of 5: Partner’s notice of entitlement and intention

Complete the sections relevant to you.

About the mother’s Maternity Leave

11

Date maternity leave will start

12

Date maternity leave will end

13

Number of weeks of maternity leave left at the date maternity leave will end

Shared Parental Leave

14

Weeks of shared parental leave available

15

Number of weeks of shared parental leave the mother intends to take

16

Number of weeks of shared parental leave the partner intends to take

About the mother’s Statutory Maternity Pay

17

Date maternity pay will start

18

Date maternity pay will end

19

Number of weeks of statutory maternity pay left at the date maternity pay will end

Statutory Shared Parental Pay

20

Weeks of shared parental pay available

21

Number of weeks of shared parental pay the mother intends to take

22

Number of weeks of shared parental pay the partner intends to take

Section 1 of 5: Partner’s notice of entitlement and intention

Non-binding indication of when you intend to take Shared Parental Leave

23

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

SPL start date				SPL end date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2 of 5: Partner’s declaration to employer

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

☐
- 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 1B). ☐

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: First Period of Leave Notice

- Use this form to give binding notice to take Shared Parental Leave 8 weeks before your first block of leave starts.
- You can give your employer up to 3 Period of Leave Notices (in case you want to change your dates after they’ve been agreed, or take additional leave).
- **Each Period of Leave notice entitles you to one block of leave, your employer must approve any additional blocks.**

Block 1

SPL start date

SPL end date

-

Block 2

SPL start date

SPL end date

-

Block 3

SPL start date

SPL end date

-

Block 4

SPL start date

SPL end date

-

Block 5

SPL start date

SPL end date

-

Block 6

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.

Section 5 of 5: Second Period of Leave Notice

- Use this form to give binding notice to take Shared Parental Leave 8 weeks before your first block of leave starts.
- You can give your employer up to 3 Period of Leave Notices (in case you want to change your dates after they’ve been agreed, or take additional leave).
- **Each Period of Leave notice entitles you to one block of leave, your employer must approve any additional blocks.**

Block 1

SPL start date

SPL end date

-

Block 2

SPL start date

SPL end date

-

Block 3

SPL start date

SPL end date

-

Block 4

SPL start date

SPL end date

-

Block 5

SPL start date

SPL end date

-

Block 6

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.

Section 5 of 5: Third Period of Leave Notice

- Use this form to give binding notice to take Shared Parental Leave 8 weeks before your first block of leave starts.
- You can give your employer up to 3 Period of Leave Notices (in case you want to change your dates after they’ve been agreed, or take additional leave).
- **Each Period of Leave notice entitles you to one block of leave, your employer must approve any additional blocks.**

Block 1

SPL start date

SPL end date

-

Block 2

SPL start date

SPL end date

-

Block 3

SPL start date

SPL end date

-

Block 4

SPL start date

SPL end date

-

Block 5

SPL start date

SPL end date

-

Block 6

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.