

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 5 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. Mother's notice of entitlement and intention
2. Mother's declaration to employer
3. Partner's declaration to mother's employer
4. Mother's notice to curtail maternity entitlement
5. Period of leave notice

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

About your family

You (the mother)

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

Partner

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?
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Complete the sections relevant to you.

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

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: Mother’s notice of entitlement and intention

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"/>

Indication of when you intend to take Statutory Shared Parental Pay

24 At the date of this notice I intend to take ShPP 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: Mother’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 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).

☐

I am eligible for and intend to take SPL.

☐

I am eligible for and intend to take ShPP.

☐

I will be caring for my 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 inform my employer immediately if my circumstances change and I cease to care for my child.

☐

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).

☐

I will inform my employer immediately if I cease to be eligible for SPL and/or ShPP for some other reason.

☐

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.

☐

Alternatively, if you are not intending to take any SPL or ShPP, you should confirm the following:

• 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.

☐

☐

☐

Mother’s signature

Date

Mother’s notice and declaration for SPL

Page 1 of

Section 3 of 5: Partner’s declaration to mother’s employer

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). ☐

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 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). ☐

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 1. ☐

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). ☐

I confirm that the information provided in the Father’s/Partner’s Declaration is correct. ☐

Partner’s signature

Date

Section 4 of 5: Mother’s notice to curtail maternity entitlement

1

Mother’s name

Maternity Leave (ML) curtailment notice:

2

I would like my ML to end on:

Statutory Maternity Pay (SMP) curtailment notice:

3

I would like my SMP to end on:

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

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 submit 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.