



## Instructions

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

**If you are NOT taking shared parental leave and pay but your partner is, only fill out sections 2 and 3.**

## 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"/>
5	Home address	<input type="text"/> <input type="text"/> <input type="text"/> Town or city <input type="text"/> County <input type="text"/> Postcode <input type="text"/>

## Partner

6	Surname

7	First name(s)	<input type="text"/>
8	National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9	Home address	<input type="text"/> <input type="text"/> <input type="text"/> Town or city County Postcode

## Child

10	What is the child's expected date of birth / actual date of birth? (Delete as appropriate.)
	<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: Mother’s notice of entitlement and intention

Maternity Leave		Statutory Maternity Pay	
11	Date Maternity Leave will start <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	17	Date Statutory Maternity Pay will start <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
12	Date Maternity Leave will end <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	18	Date Statutory Maternity Pay will end <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
13	Number of weeks of Maternity Leave left at the date Maternity Leave will end <div><div></div></div>	19	Number of weeks of Statutory Maternity Pay left at the date Statutory Maternity Pay will end <div><div></div></div>
Shared Parental Leave		Statutory Shared Parental Pay	
14	Number of weeks of Shared Parental Leave available <sup>1</sup> <div><div></div></div>	20	Number of weeks of Statutory Shared Parental pay available <sup>2</sup> <div><div></div></div>
15	Number of weeks of Shared Parental Leave the mother intends to take (if any) <div><div></div></div>	21	Number of weeks of Statutory Shared Parental Pay the mother intends to take (if any) <div><div></div></div>
16	Number of weeks of Shared Parental Leave the partner intends to take (if any) <div><div></div></div>	22	Number of weeks of Statutory Shared Parental Pay the partner intends to take (if any) <div><div></div></div>

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

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

23

At the date of this notice I intend to take Shared Parental Leave between the following weeks:

Week commencing (Sun)				Week ending (Sat)		
<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"/>

My blocks of leave will typically start on a:

M	T	W	T	F	S	S
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Non-binding indication of when you plan to take Statutory Shared Parental Pay (SHPP)

24

At the date of this notice I intend to take Statutory Shared Parental Pay between the following weeks:

Week commencing (Sun)				Week ending (Sat)		
<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 notice to curtail maternity entitlement

## Instructions

You should only complete this section if:

- you are the child’s mother
- you and / or your partner are eligible for Shared Parental Leave and or Statutory Shared Parental Pay
- you are consenting to ending your Maternity Leave and / or Statutory Maternity Pay early to enable you and / or your partner to take Shared Parental Leave and Statutory Shared Parental Pay

1

Mother’s name

## Maternity Leave curtailment notice:

2

I would like my ML to end on:

## Statutory Maternity Pay 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 Shared Parental Leave and/or Statutory Shared Parental Pay in the Notice of Entitlement and Intention.

## Notice to employer:

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

I understand that my Maternity Leave and/or Statutory Maternity Pay will end on the dates that I have given above.

I understand that I can only reinstate my Maternity Leave or Statutory Maternity Pay 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 3 of 5: Mother’s declaration to employer

I am giving notice that I am entitled to and intend to take:

- Shared Parental Leave ☐
- Statutory Shared Parental Pay ☐

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 4). ☐

I am eligible for and intend to take Shared Parental Leave ☐

I am eligible for and intend to take Statutory Shared Parental Pay. ☐

I will be caring for my child during the weeks that I am on Shared Parental Leave. ☐

I will be caring for the child during the weeks in which I claim Statutory Shared Parental Pay. ☐

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’ (Section 2). ☐

I will inform my employer immediately if I cease to be eligible for Shared Parental Leave and/or Statutory Shared Parental Pay for some other reason. ☐

I confirm that the information provided in my Notice of Entitlement and Intention (Section 1) and in the Mother’s Declaration (this section) is correct. ☐

**If you are not taking Shared Parental Leave or Pay:**

I am either not entitled to Shared Parental Leave (or Statutory Shared Parental Pay where relevant), or I do not intend to take Shared Parental Leave (or claim Statutory Shared Parental Pay where relevant) ☐

I declare that my partner has given notice to their employer to take Shared Parental Leave and/or Statutory Shared Parental Pay. ☐

I consent to my partner’s intended claim for Shared Parental Leave and/or Statutory Shared Parental Pay. ☐

**Mother’s signature**

Date

# Section 4 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 and/or Statutory Shared Parental Pay.

☐
- I consent to the mother taking the period or periods of Shared Parental Leave and/or Statutory Shared Parental Pay 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 (this section).

☐
- I confirm that the information provided in the Father’s/Partner’s Declaration (this section) is correct.

☐

## Partner’s signature

Date

# Section 5 of 5: Period of Leave Notice 1 of 3

## Instructions

- When you’ve decided your Shared Parental Leave dates are final, you must ‘book’ your leave by submitting this Period of Leave Notice to your employer 8 weeks before your first week of leave is due to start.
- You’re entitled to submit up to 3 Period of Leave Notices to your employer, with each Notice requesting one continuous period of leave. The minimum amount of leave you can request is one week.
- If you want to submit a Notice which requests more that one period of leave, approval will be at your employer’s discretion. Your employer has 2 weeks to agree the days when more than one period of leave is requested in one Notice. If your employer refuses your leave dates or you don’t agree with their alternative dates, you’re still entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.
- Once booked, you can change your dates, but you will have to give another Period of Leave notice that will count towards your limit of 3 Period of Leave notices.

## Period of Leave:

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"/>

If you do not know your exact start and end dates, complete the sentence below:

I will take  weeks of Shared Parental Leave. It will start  weeks after my Maternity Leave ends.

## Notice to employer:

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

## Mother’s signature

Date

# Section 5 of 5: Period of Leave Notice 2 of 3

## Instructions

- When you’ve decided your Shared Parental Leave dates are final, you must ‘book’ your leave by submitting this Period of Leave Notice to your employer 8 weeks before your first week of leave is due to start.
- You’re entitled to submit up to 3 Period of Leave Notices to your employer, with each Notice requesting one continuous period of leave. The minimum amount of leave you can request is one week.
- If you want to submit a Notice which requests more that one period of leave, approval will be at your employer’s discretion. Your employer has 2 weeks to agree the days when more than one period of leave is requested in one Notice. If your employer refuses your leave dates or you don’t agree with their alternative dates, you’re still entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.
- Once booked, you can change your dates, but you will have to give another Period of Leave notice that will count towards your limit of 3 Period of Leave notices.

## Period of Leave:

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"/>

If you do not know your exact start and end dates, complete the sentence below:

I will take  weeks of Shared Parental Leave. It will start  weeks after my Maternity Leave ends.

## Notice to employer:

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

## Mother’s signature

Date



# Section 5 of 5: Period of Leave Notice 3 of 3

## Instructions

- When you’ve decided your Shared Parental Leave dates are final, you must ‘book’ your leave by submitting this Period of Leave Notice to your employer 8 weeks before your first week of leave is due to start.
- You’re entitled to submit up to 3 Period of Leave Notices to your employer, with each Notice requesting one continuous period of leave. The minimum amount of leave you can request is one week.
- If you want to submit a Notice which requests more that one period of leave, approval will be at your employer’s discretion. Your employer has 2 weeks to agree the days when more than one period of leave is requested in one Notice. If your employer refuses your leave dates or you don’t agree with their alternative dates, you’re still entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.
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## Period of Leave:

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"/>
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<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"/>

If you do not know your exact start and end dates, complete the sentence below:

I will take  weeks of Shared Parental Leave. It will start  weeks after my Maternity Leave ends.

## Notice to employer:

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

## Mother’s signature

Date

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