



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. Adopter's notice of entitlement and intention
2. Adopter's notice to curtail adoption entitlement
3. Adopter's declaration to his/her employer
4. Partner's declaration to adopter'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: Adopter's notice of entitlement and intention

About your family

You (the Adopter)

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

Adopter's Partner

6	Surname	
7	First name(s)	

8	National insurance number
	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
9	Home address
	<div><div></div><div></div><div>Town or city</div><div>County</div><div>Postcode</div></div>

Child

10	When were you notified of a match with the child?	<div><div></div><div></div></div> <div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div>
11	When did, or when will the child begin to live with you? (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>

If you do not have a placement date, you must provide your employer with this information as soon as possible after the child's placement and before you take any Shared Parental Leave or Pay.

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

Complete the sections relevant to you.

Adoption Leave

11

Date Adoption Leave will start

12

Date Adoption Leave will end

13

Number of weeks of Adoption Leave left at the date Adoption Leave will end

Shared Parental Leave

14

Number of weeks of Shared Parental Leave available¹

15

Number of weeks of Shared Parental Leave the Adopter intends to take (if any)

16

Number of weeks of Shared Parental Leave the Adopter’s Partner intends to take (if any)

Statutory Adoption Pay

17

Date Statutory Adoption Pay will start

18

Date Statutory Adoption Pay will end

19

Number of weeks of Statutory Adoption Pay left at the date Statutory Adoption Pay will end

Statutory Shared Parental Pay

20

Number of weeks of Statutory Shared Parental Pay available²

21

Number of weeks of Statutory Shared Parental Pay the Adopter intends to take (if any)

22

Number of weeks of Statutory Shared Parental Pay the Adopter’s Partner intends to take (if any)

Section 1 of 5: Adopter’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: Adopter’s notice to curtail Adoption entitlement

Instructions

You should only complete this section if:

- you are the child’s Adopter (i.e the adoptive parent who is eligible for Adoption Leave or Statutory Adoption pay)
- you and / or your partner are eligible for Shared Parental Leave and or Statutory Shared Parental Pay
- you are consenting to ending your Adoption Leave and / or Statutory Adoption Pay early to enable you and / or your partner to take Shared Parental Leave and Statutory Shared Parental Pay

1

Adopter’s name

Adoption leave (AL) curtailment notice:

2

I would like my AL to end on:

Statutory Adoption Pay (SAP) curtailment notice:

3

I would like my SAP to end on:

I have given notice of my 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 Adoption Leave and/or my Statutory Adoption 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 Adoption Leave and/or Statutory Adoption Pay will end on the dates that I have given above.

I understand that I can only reinstate my Adoption Leave or Statutory Adoption Pay if I revoke (withdraw) this notice before these dates.

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

Adopter’s signature

Date

Section 3 of 5: Adopter’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 placement (along with the 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 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 ‘Adoption Leave Curtailment Notice’ and/or my ‘Adoption Pay Curtailment Notice’. (See Section 2).

☐

I will inform my employer immediately if I cease to be eligible for Share 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 (see Section 1) and in the Adopter’s Declaration (this section) is correct.

☐

Adopter’s signature

Date

Section 4 of 5: Adopter’s Partner’s declaration to Adopter’s employer

I had (or will have) the main responsibility for the care of the child at the time of the child’s placement with the family (along with the Adopter who has made the declaration in Section 3).

☐

I am the child’s other adoptive parent (the Adopter’s Partner) and at the date of the child’s placement for adoption I was (or will be) the Adopter’s: spouse; civil partner; or a partner living with the Adopter and the child in an enduring family relationship.

☐

I have read and comply with the conditions that apply to the Adopter’s Partner where the Adopter is giving Notice of Entitlement and Intention to their employer.

☐

I consent to the Adopter taking the period or periods of Shared Parental Leave and/or Statutory Shared Parental Pay (delete if not applicable) as indicated in Section 1.

☐

I confirm that I am eligible for and plan to take the period or periods of Shared Parental Leave and/or Statutory Shared Parental Pay (delete if not applicable) as indicated in Section 1.

☐

I confirm that the information provided in the ‘Notice of Entitlement and Intention’ and in the Adopter’s Partner’s Declaration is correct

☐

I consent to the Adopter’s employer processing the information about me provided in the Adopter’s Notice of Entitlement and Intention (Section 1) and in the Adopter’s Partner’s Declaration (this section).

☐

Adopter’s 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 Adoption 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.

Adopter’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.
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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"/>
<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:

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Notice to employer:

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

Adopter’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.
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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"/>
<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"/>

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 Adoption 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.

Adopter’s signature

Date

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