



Adopter's Partner's notices and declarations for Shared Parental Leave and Pay

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. Adopter's Partner's notice of entitlement and intention
2. Adopter's Partner's declaration to employer
3. Adopter's declaration to Adopter's Partner's employer
4. Period of leave notices

Section 1 of 4: Adopter's Partner's notice of entitlement and intention

About your family

You (the Adopter's 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"/>
5	Home address	<input type="text"/> <input type="text"/> <input type="text"/> Town or city County Postcode

Adopter

6	Surname	<input type="text"/>
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	When were you notified of a match with the child?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11	When did, or when will the child begin to live with you? (Delete as appropriate)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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 4: Adopter’s Partner’s notice of entitlement and intention

Complete the sections relevant to you.

About the Adopter’s Adoption Leave	About the Adopter’s Statutory Adoption Pay
<div>11</div> <div>Date Adoption Leave will start</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>17</div> <div>Date Statutory Adoption Pay will start</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div>12</div> <div>Date Adoption Leave will end</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>18</div> <div>Date Statutory Adoption Pay will end</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div>13</div> <div>Number of weeks of Adoption Leave left at the date Adoption Leave will end</div> <div><div></div></div>	<div>19</div> <div>Number of weeks of Statutory Adoption Pay left at the date Statutory Adoption Pay will end</div> <div><div></div></div>
<div>Shared Parental Leave</div>	<div>Statutory Shared Parental Pay</div>
<div>14</div> <div>Number of weeks of Shared Parental Leave available¹</div> <div><div></div></div>	<div>20</div> <div>Number of weeks of Statutory Shared Parental Pay available²</div> <div><div></div></div>
<div>15</div> <div>Number of weeks of Shared Parental Leave you (the Adopter’s Partner) intend to take</div> <div><div></div></div>	<div>21</div> <div>Number of weeks of Statutory Shared Parental Pay you (the Adopter’s Partner) intend to take</div> <div><div></div></div>
<div>16</div> <div>Number of weeks of Shared Parental Leave the Adopter intends to take (if any)</div> <div><div></div></div>	<div>22</div> <div>Number of weeks of Statutory Shared Parental Pay the Adopter intends to take (if any)</div> <div><div></div></div>

1. This number is 52 minus the number of weeks of Adoption Leave or Statutory Adoption Pay the Adopter will have taken when their Adoption Leave or Statutory Adoption Pay ends.

2. This number is 39 minus the number of weeks of Statutory Adoption Pay the Adopter will have taken at the date their Statutory Adoption Pay ends.

Section 1 of 4: Adopter’s Partner’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 4: Adopter’s Partner’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 am the Adopter’s Partner and at the date of the child’s placement with the family 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 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 eligible for and intend to take Shared Parental Leave.

☐

I am eligible for and intend to claim Statutory Shared Parental Pay

☐

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

☐

I will immediately inform my employer if the Adopter withdraws or changes their ‘Adoption Leave Curtailment Notice’ and/or their ‘Statutory Adoption Pay Curtailment Notice’.

☐

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

☐

Adopter’s Partner’s signature

Date

Section 3 of 4: Adopter’s declaration to Adopter’s Partner’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’s Partner who has made the Declaration in Section 2).

☐

I am the Adopter of the child.

☐

The Adopter’s Partner is (or will be) my: spouse; civil partner; or a partner living with me and the child in an enduring family relationship at the date the child is placed with the family.

☐

I have read and comply with the conditions that apply to the Adopter where the Adopter’s Partner is planning to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).

☐

I consent to the Adopter’s Partner taking the period or periods of SPL and/or ShPP (delete if not applicable) indicated in the Adopter’s Partner’s ‘Notice of Entitlement and Intention’ (Section 1).

☐

I will immediately inform the Adopter’s Partner if I revoke (withdraw) my ‘Adoption Leave Curtailment Notice’ and/or my ‘Adoption Pay Notice’.

☐

I consent to the Adopter’s Partner’s employer processing the information about me provided in Adopter’s Partner’s ‘Notice of Entitlement and Intention’ and in the Adopter’s Declaration.

☐

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

☐

Adopter’s Partner’s signature

Date

Section 4 of 4: 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 child’s placement.

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 Partner’s signature

Date

Section 4 of 4: 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:

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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 Partner’s signature

Date

Section 4 of 4: 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.
- 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 child’s placement.

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 Partner’s signature

Date

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