

## Father / 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. Father / Partner's notice of entitlement and intention
2. Father / Partner's declaration to employer
3. Mother's declaration to Father / Partner's employer
4. Period of leave notices

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

## About your family

## You (the Father / 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 <input type="text"/> County <input type="text"/> Postcode

## Mother

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>Town or city</div> <div>County</div> <div>Postcode</div>

## 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 4: Father / Partner’s notice of entitlement and intention

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## 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

Number of weeks of Shared Parental Leave available<sup>1</sup>

15

Number of weeks of Shared Parental Leave the you (the Partner) intend to take

16

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

## About the Mother’s Statutory Maternity Pay

17

Date Statutory Maternity Pay will start

18

Date Statutory Maternity Pay will end

19

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

Statutory Shared Parental Pay

20

Number of weeks of Statutory Shared Parental Pay available<sup>2</sup>

21

Number of weeks of Statutory Shared Parental Pay you (the Partner) intend to take

22

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

**1.** This number is 52 minus the number of weeks of Maternity Leave or Statutory Maternity Pay or Maternity Allowance the Mother will have taken when their Maternity Leave, Statutory Maternity Pay or Maternity Allowance ends.

**2.** This number is 39 minus the number of weeks of Statutory Maternity Pay the Mother will have taken at the date their Statutory Maternity Pay ends.

# Section 1 of 4: Father / 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: Father / Partner’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 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 Shared Parental Leave.

☐

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

☐

I will be caring for the 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 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 Shared Parental Leave and/or Statutory Shared Parental Pay for some other reason.

☐

I confirm that the information I have provided in my Notice of Entitlement and Intention (section 1) and in the Father’s / Partner’s Declaration (this section) is correct.

☐

### Father / Partner’s signature

Date

# Section 3 of 4: Mother’s declaration to Father / Partner’s employer

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- 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 and/or Statutory Shared Parental Pay.

☐
- I consent to the father/partner taking the period or periods of Shared Parental Leave and/or Statutory Shared Parental Pay indicated in the Father’s/Partner’s Notice of Entitlement and Intention (Section 1).

☐
- 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 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 expected week of birth.

## Notice to employer:

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

## 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.
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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:

I will take  weeks of Shared Parental Leave. It will start  weeks after my child’s expected week of birth.

## Notice to employer:

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

## 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.
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## Period of Leave:

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<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 child’s expected week of birth.

## Notice to employer:

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

## Partner’s signature

Date