

**Mother’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). If your employer has their own forms these can be used instead. There are 3 sections in this form. You submit sections 1-3 to your employer before issuing your period of leave notice(s).

1. **Mother’s notices of entitlement and intention and declaration to employer**
2. **Mother’s notice to curtail maternity entitlement**
3. **Partner’s declaration to mother’s employer**

**Period of leave notice(s)** this noticemust be provided to your employer at least 8 weeks before your Shared Parental Leave starts.

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

|  |  |
| --- | --- |
| **You (the mother)** | **Partner** |
| Surname: | Surname: |
| First names(s): | First names(s): |
| **Child** | |
| What is the child’s expected date of birth/actual date of birth (delete as appropriate)?  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | |

|  |  |
| --- | --- |
| **Maternity Leave** | |
| Date Maternity Leave will start  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | Date Maternity Leave will end  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |

|  |  |
| --- | --- |
| **Shared Parental Leave** | |
| Number of weeks of Shared Parental Leave available[[1]](#footnote-1) | Number of weeks of Shared Parental Leave the mother intends to take (if any) |
|  | Number of weeks of Shared Parental Leave the partner intends to take (if any) |

**Section 1 continued: Mother’s notice of entitlement and intention**

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

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

|  |  |
| --- | --- |
| Week commencing (Sunday) | Week ending (Saturday) |

**My blocks of leave will typically start on a:**

Mon Tue Wed Thu Fri Sat Sun

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

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

|  |  |
| --- | --- |
| Week commencing (Sunday) | Week ending (Saturday) |

**Section 1 continued: Mother’s declaration to employer**

I am that I am entitled and intend to take Shared Parental Leave.

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 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 I cease to care for my child or cease to be eligible for Shared Parental Leave for any reason.

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

**Mother’s National Insurance Number**

**Mother’s home address**

**Mother’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Section 2: Mother’s notice to curtail maternity entitlement**

**Instructions**

You should only complete this section if:

* You are the child’s mother
* You are ending your Maternity Leave early to enable you and/or your partner to take Shared Parental Leave.

**Mother’s name**

**Maternity Leave curtailment notice:**

I would like my Maternity Leave to end on: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Statutory Maternity Pay curtailment notice:**

I would like my Statutory Maternity Pay to end on: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Notice to employer:**

Please accept this as my notice to curtail my Maternity Leave.

Notice of Entitlement and Intention to Shared Parental Leave is set out in Section 1 of this document.

I understand that my Maternity Leave 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 that date.

I will inform my employer immediately if I withdraw or change my Maternity Leave Curtailment notice.

**Mother’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Section 3: Father/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 comply with the conditions that apply to the father/partner where the mother is planning to take Shared Parental Leave.

I consent to the mother taking the period or periods of Shared Parental Leave 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 Partner’s Declaration (this section).

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

**Father/Partner’s National Insurance Number**

**Father’s home address**

**Father/Partner’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Period of Leave Notice 1 of 3**

**Instructions**

When you have decided your Shared Parental Leave date 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 are 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 than 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.

One booked, you can change your dates, but you will have to give another Period of Leave notice which will count towards your limit of 3 Period of Leave notices.

**Period of Leave**

|  |  |
| --- | --- |
| **Shared Parental Leave start date** | **Shared Parental Leave end date** |

**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 date or the week specified above.

**Mother’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Period of Leave Notice 2 of 3**

**Instructions**

When you have decided your Shared Parental Leave date 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 are 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 than 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.

One booked, you can change your dates, but you will have to give another Period of Leave notice which will count towards your limit of 3 Period of Leave notices.

**Period of Leave**

|  |  |
| --- | --- |
| **Shared Parental Leave start date** | **Shared Parental Leave end date** |

**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 date or the week specified above.

**Mother’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

**Period of Leave Notice 3 of 3**

**Instructions**

When you have decided your Shared Parental Leave date 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 are 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 than 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.

One booked, you can change your dates, but you will have to give another Period of Leave notice which will count towards your limit of 3 Period of Leave notices.

**Period of Leave**

|  |  |
| --- | --- |
| **Shared Parental Leave start date** | **Shared Parental Leave end date** |

**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 date or the week specified above.

**Mother’s signature**

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

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. [↑](#footnote-ref-1)