

**Child through adoption: 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). If your employer has their own forms these can be used instead. There are 3 sections in this form. You may submit sections 1 and 2 to your employer before issuing your period of leave notice(s), or you may choose to submit these sections along with your first period of leave notice.

1. **Partner’s notice and declaration for Shared Parental Leave & Adopter’s declaration**
2. **Partner’s notice and declaration for Shared Parental Pay & Adopter’s declaration**

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

**Section 1: Partner’s notice for Shared Parental Leave to their employer**

|  |  |
| --- | --- |
| **You** (the Adopter’s Partner – the parent eligible for Paternity Leave) | **Adopter** (the parent eligible for Adoption Leave) |
| Surname: | Surname: |
| First names(s): | First names(s): |
| **Child** | |
| When were you notified of a match with the child?  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | When did or when will the child start to live with you? \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |

|  |  |
| --- | --- |
| **Adoption Leave** | |
| Date Adoption Leave will start/started  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | Date Adoption Leave will end/ended  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |
| **Statutory Adoption Pay** (only complete if the adopter is not eligible for Adoption Leave) | |
| Date Adoption Pay will start  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | Date Adoption Pay will end  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |

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

**Section 1 continued: Partner’s notice for Shared Parental Leave to their employer**

**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

**Section 1 continued: Partner’s declaration to their employer for Shared Parental Leave**

I am entitled and intend to take Shared Parental Leave.

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 have (or will have) been continuously employed for 26 weeks before the week in which we were notified of being matched for adoption with the child.

I have (or will have) the main responsibility for the care of the child at the time of the child’s placement (along with the adopter who has made a declaration in this Section).

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 if the primary adopter tells me that they cease to be eligible for Shared Parental Leave for any reason.

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

**Partner’s signature**

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

**Section 1 continued: Adopter’s**[[2]](#footnote-2) **declaration to Partner’s employer**

I have (or will have) the main responsibility for the care of the child at the time of the child’s placement with family (along with my partner).

At the date of the child’s placement with the family my partner was (or will be) my spouse; civil partner; or a partner living with me and the child in an enduring family relationship.

I have been (or will have been) employed or self-employed in England, Scotland, or Wales in 26 weeks of the 66 weeks before the week in which I was notified of being matched for adoption with a child.

During 13 of those 66 weeks, I had, or will have, weekly earnings that are not less than the 'lower earnings limit'.

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

I consent to the Adopter taking the period or periods of Shared Parental Leave as indicated in Section 1.

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

I will immediately inform my partner if I cease to comply with the conditions that must be satisfied for Shared Parental Leave to be taken.

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

**Adopter’s** (the parent eligible for Adoption Leave) **National Insurance Number (or if the Adopter does not have a National Insurance number confirmation that is the case)**

**Adopter’s** (the parent eligible for Adoption Leave) **home address**

**Adopter’s** (the parent eligible for Adoption Leave) **signature**

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

**Section 2: Partner’s notice for Shared Parental Pay to their employer**

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

I am entitled to a total of **[         ]** weeks of Statutory Shared Parental Pay. Of this total amount

* the number of weeks in respect of which I intend to claim Statutory Shared Parental Pay is **[         ]**.
* the number of weeks in respect of which the Adopter[[3]](#footnote-3) intends to claim Statutory Shared Parental Pay is **[         ]**.

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

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

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

Mon Tue Wed Thu Fri Sat Sun

**Section 2: Partner’s declaration for Shared Parental Pay to their employer**

I am entitled to Shared Parental Pay.

I have, or will have, been continuously employed or a self-employed earner for 26 weeks before the week in which we were notified of being matched for adoption with the child. I will (or have been) in ‘employed earners employment’[[4]](#footnote-4) in this period.

In the eight weeks immediately before I was notified of being matched for adoption with the child my normal weekly earnings were at least equal to the ‘lower earnings limit'.

I will remain in employment with this employer until any period of Shared Parental Leave I intend to take.

I am entitled to statutory adoption pay in respect of the child placed with me and have reduced (or will reduce) my adoption pay period and the remainder will be available as Shared Parental Pay.

The Adoption Pay period in respect of the child has been reduced (or will be reduced) before I claim any Shared Parental Pay.

The Adoption Pay period will continue to be reduced during any periods in which I claim Shared Parental Pay.

I will immediately inform the employer if, during or between any periods in which I claim shared parental pay, the adoption pay period in respect of the child is no longer reduced.

I will be on shared parental leave during each week in respect of which shared parental pay is paid to me.

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

**Partner’s** **signature**

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

**Section 2 continued: Adopter’s declaration to partner’s employer**

I consent to the overall amount of shared parental pay which my Partner intends to claim, and the period or periods during which he or she intends to claim it, as set out above.

I consent to the Adopter's employer processing the information about me provided in this section. I will immediately inform my employer if the adoption pay period ceases to be reduced.

I am entitled to statutory adoption pay in respect of the child.

Before any shared parental pay is claimed by me or the Partner, I have reduced (or will have) reduced the adoption pay period in respect of the child.

I have reduced (or will have) reduced the adoption pay period by giving a adoption curtailment notice to my employer that fixes the date on which the adoption pay period will end.

The adoption pay period will remain reduced after the submission of that curtailment notice.

**The adoption pay period:**

Began (or will begin) on: Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Is (or will be) reduced by: Number of weeks 

I will immediately inform the Partner if the adoption pay period in respect of the child is no longer reduced.

**Adopter’s** (the parent eligible for Adoption Leave) **National Insurance Number (or if the Adopter does not have a National Insurance number confirmation that is the case)**

**Adopter’s** (the parent eligible for Adoption Leave) **home address**

**Adopter’s** (the parent eligible for Adoption Leave) **signature**

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

**Period of Leave Notice 1 of 3**

**For employers only**: for guidance on statutory pay collections visit [**https://www.gov.uk/government/collections/statutory-pay**](https://www.gov.uk/government/collections/statutory-pay)

**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 not less than 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.

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 want to submit a notice which requests discontinuous periods of leave (the rows below), approval will be at your employer’s discretion.** Your employer has 2 weeks from the date that the notice was given to agree to the periods of leave requested, to propose alternative dates for the periods of leave or to refuse the periods of leave requested without proposing alternative dates. If your employer refuses your leave dates or you don’t agree with their alternative dates proposed, you will still be entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.

**If you do not know your exact start and end dates because your child not yet been placed with you, complete the sentence below:**

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

**Notice to employer:**

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

**Partner’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 not less than 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.

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 want to submit a notice which requests discontinuous periods of leave (the rows below), approval will be at your employer’s discretion.** Your employer has 2 weeks from the date that the notice was given to agree to the periods of leave requested, to propose alternative dates for the periods of leave or to refuse the periods of leave requested without proposing alternative dates. If your employer refuses your leave dates or you don’t agree with their alternative dates proposed, you will still be entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.

**If you do not know your exact start and end dates because your child not yet been placed with you, complete the sentence below:**

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

**Notice to employer:**

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

**Partner’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 not less than 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.

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 want to submit a notice which requests discontinuous periods of leave (the rows below), approval will be at your employer’s discretion.** Your employer has 2 weeks from the date that the notice was given to agree to the periods of leave requested, to propose alternative dates for the periods of leave or to refuse the periods of leave requested without proposing alternative dates. If your employer refuses your leave dates or you don’t agree with their alternative dates proposed, you will still be entitled to take the total amount of leave you’ve requested but as a single continuous period of leave.

**If you do not know your exact start and end dates because your child not yet been placed with you, complete the sentence below:**

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

**Notice to employer:**

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

**Partner’s signature**

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

1. This number is 52 minus the number of weeks of Adoption Leave or Statutory Pay the Adopter will have taken when their Adoption leave or Statutory Adoption Pay ends. A minimum of 2 weeks Adoption Leave and/and or Pay must be taken. [↑](#footnote-ref-1)
2. the parent eligible for Adoption Leave [↑](#footnote-ref-2)
3. The person taking Adoption Leave [↑](#footnote-ref-3)
4. by which I mean I work for my employer in a capacity in relation to which class 1 National Insurance Contributions must be paid [↑](#footnote-ref-4)