

APPLICATION TO VARY A PERIOD OF SHARED PARENTAL LEAVE

This notice is to amend a period of shared parental leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form.

UEL recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend your requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.

Shared parental leave: variation of period of leave notice	
Name of employee:	
Job title:	
I previously provided UEL with notice of my proposed shared parental leave in a period of leave notice dated [please insert the date]. I now wish to amend my shared parental leave request.	
I had already notified UEL in my period of leave notice or a variation of period of leave notice (if applicable) that I would be taking the following periods of shared parental leave (original period):	
I now intend to take shared parental leave on the following dates instead (please include the start and end dates for each period of leave that you now intend to take):	
I have already notified the organisation of the following periods of statutory shared parental pay (if applicable):	
Signed:	Dated:
Manager:	Dated: