

NOTICE OF ENTITLEMENT AND INTENTION TO TAKE PARENTAL LEAVE – MOTHER

You must provide us with at least eight weeks' notice prior to taking any shared parental leave. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow us to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Shared parental leave: notice of entitlement and intention (mother)			
Employee name:		Job title:	
I wish to bring my maternity leave and pay to an end. I wish to end my maternity leave and pay on the following date:			
I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and my partner.			
Section A: to be completed by the employee			
Partner's name:		Expected week of birth:	
Maternity start date:		Maternity end date:	
The total amount of shared parental leave my partner and I have available is:			
I intend to take the following number of weeks' shared parental leave:			
My partner intends to take the following number of weeks' shared parental leave:			
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):			
The total amount of shared parental pay (if applicable) my partner and I have available is:			
I intend to take the following number of weeks' shared parental pay (if applicable):			
My partner intends to take the following number of weeks' shared parental pay (if applicable):			
I intend to take shared parental pay on the following dates (if applicable):			
Section B: declaration to be completed by employee			
I satisfy or will satisfy the following eligibility requirements to take shared parental leave:			
I [have/will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation			
At the date of the child's birth, I [have/will have] the main responsibility, apart from my partner, for the care of the child			
I am entitled to statutory maternity leave in respect of the child			

I have [complied with the organisation's maternity leave curtailment requirements/returned to work before the end of my statutory maternity leave period], and will comply with the organisation's shared parental leave notice and evidence requirements			
The information that I have provided is accurate			
I will immediately inform the organisation if I cease to care for the child			
Section C: declaration to be completed by employee's partner			
Name:		NI number:	
Address:			
I satisfy or will satisfy the following eligibility requirements to enable the mother to take shared parental leave:			
I have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth			
I have average weekly earnings of at least £30 for any 13 of those 66 weeks			
At the date of the child's birth, I [have/will have] the main responsibility, apart from the mother, for the care of the child			
I am the father of the child, or am married to, the civil partner of, or the partner of, the mother			
I consent to the amount of shared parental leave that the mother intends to take			
I consent to your organisation processing the information provided in this form			
Section D: signatures			
Signed (mother):		Dated (mother):	
Signed (partner):		Dated (partner):	