Notice of variation of intention to take shared parental leave

*Please complete and return this form to the HR department.*

This form is to be used where you wish to amend the information you have already provided in your notice of entitlement and intention to take SPL in the circumstances where we have already confirmed your entitlement to take SPL.

Please indicated below where requested if you have already submitted a formal notice to book a period of SPL.

|  |  |
| --- | --- |
| **Name of employee** |  |
| **Name of other parent** |  |

**Shared parental leave details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total number of weeks available: …………………..** | | | |
| **Start date** | **End date** | **Who is taking the leave?**  **Mother/main adopter or partner or both?** | **Are you allocating SHPP to this period?**  **If so, how many weeks?** |
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Please note here any dates of SPL you have already submitted in a formal binding notice:

Please note here any dates of SPL your partner has already submitted in a formal binding notice to his/her employer:

**Declaration**

In order to make a change to SPL arrangements already provided in a non-binding notice, we require the agreement of both parents. By signing this declaration, you are agreeing to make a change to your SPL arrangements.

|  |  |
| --- | --- |
| **Signature of employee** |  |
| **Date** |  |
| **Signature of other parent** |  |
| **Date** |  |