

Barking & Dagenham



This is issued as Guidance

The School's HR Advisory Service will automatically update this guidance to comply with any changes to legislation or ACAS guidance, to make corrections or increase the understanding and notify Schools of the amendments.

This guidance should not be amended by a School, any changes will invalidate the guidance.

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Introduction

Essentially, a birth Mother can cut short their Maternity Leave and any Associated Statutory Maternity Pay . The balance of their entitlement is put into a pot available to them and the father/partner as Shared Parental Leave and pay. Both parents must satisfy the qualifying criteria and decide together how to divide the pot of leave and pay between them.

Provided the correct notice is given and depending on the terms of their Maternity or Shared Parental Leave Schemes, qualifying parents are entitled to structure blocks of 'Continuous' Shared Parental Leave during term times.

This is statutory therefore in some circumstances a return to work may coincide with School Closures, thus entitling them to be paid in full during the School Holidays.

This Guidance outlines some of the provisions on Statutory Shared Parental Leave and Pay in the context of birth parents; similar provisions apply to adoptive parents. The Statutory Provisions are complex, especially relating to the notice requirements.

What is Shared Parental Leave?

The Employee and their partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if they are:

- having a baby
- using a surrogate to have a baby
- adopting a child
- fostering a child who you're planning to adopt

They can share up to 50 weeks of leave and up to 37 weeks of pay between them.

They need to share the pay and leave in the first year after their child is born or placed with their family.

They can use SPL to take leave in blocks separated by periods of work or take it all in one go and they can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, the Employee and their partner need to:

- meet the eligibility criteria – there's different criteria for birth parents and criteria for adoptive parents or parents using a surrogate
- give notice to their Employers
- give up some of their Maternity or Adoption Leave and Pay

To get SPL and ShPP the Employee or their partner has to:

- take less than the 52 weeks of Maternity or Adoption Leave and use the rest as SPL
- take less than the 39 weeks of Maternity or Adoption Pay (or Maternity Allowance) and use the rest as ShPP

For example, if the Employee is the Mother and they have taken 22 weeks of Maternity Leave and Statutory Maternity Pay, they can share 30 weeks of SPL and 17 weeks of ShPP with their partner.

Eligibility for Shared Parental Leave

To take Shared Parental Leave, the Employee must meet the qualifying criteria and have given the school the appropriate notice.

The Employee is entitled to Statutory Shared Parental Leave if they are the birth Mother, father or the birth Mother's spouse, partner or civil partner, including a same sex partner. They must both have responsibility for the care of their baby and they must intend to use any leave they take to care for their baby.

To take Shared Parental Leave, the Employee must meet the continuous employment test. This means that the Employee must have been employed continuously by the same Employer for at least 26 weeks up to the end of week 25 of the pregnancy – this is also referred to as the qualifying week or the 15th week before the expected week of childbirth.

The Employee must remain employed by the same Employer in the week before their Shared Parental Leave is due to start. In addition, their partner must meet the employment and earnings test. They must have been either employed or self-employed for at least 26 weeks in the 66-week period leading up to the expected week of childbirth and must have earned on average, in 13 of those weeks, at least £30 per week, (that is £390 in total).

If the Birth Mother, is self-employed and claiming Maternity Allowance, they will not be entitled to Statutory Shared Parental Leave (or Pay); but the father/their partner may be entitled if they are an Employee.

The Employee will not be eligible for Shared Parental Leave if they are a single parent. If the birth Mother has separated from their partner, however, they can access Shared Parental Leave if they cut short their Maternity Leave and both the Employee and their co-parent meet the qualifying conditions.

Taking Leave

Leave must be taken in blocks of whole weeks. If the Birth Mother has given you binding notice that their Maternity Leave will come to an end early, the father/partner's leave can start before the Maternity Leave has ended. Parents can take Shared Parental Leave separately or at the same time.

Length of Leave

The maximum amount of Statutory Shared Parental Leave that parents can take is 50 weeks, ending no later than their child's first birthday. This equates to 52 weeks of Statutory Maternity Leave, minus two weeks of Compulsory Maternity Leave. The number of weeks available depends on how many weeks of Maternity Leave the Birth Mother uses.

Example: A Teaching Assistant ends their Maternity Leave after 18 weeks; they give notice of their intention to take three six-week blocks of Continuous Shared Parental

Leave; their partner gives notice of their intention to take three two-week blocks of continuous Shared Parental Leave; they use 42 of the available 52 weeks: 18 weeks of Maternity Leave plus 24 weeks of Shared Parental Leave.

Pattern of Leave

Shared Parental Leave can be taken in multiple blocks by the Employee and their partner with breaks between the blocks during which they return to work on full pay.

The Employee can take Shared Parental Leave in blocks of a week; part weeks are not permitted in the Statutory Scheme.

The two patterns of Shared Parental Leave are continuous leave and discontinuous leave. Provided the Employee qualifies and have followed the notice requirements; you are not entitled to refuse the leave.

Continuous Leave

Continuous Shared Parental Leave is a series of consecutive weeks over a single unbroken period. Employee s can use up to 3 notices to take continuous leave, as an Employer you are unable to refuse a notice to take continuous leave.

We would recommend that each request for a block of continuous leave is submitted on a separate notice.

Example: A Teacher curtails their Maternity Leave at the end of the autumn term and returns to work on full pay during the Christmas break; they send three booking notices to that they intend to take Shared Parental Leave:

Block 1: 6 weeks in the first half of the spring term from January to mid-February, returning to work on full pay during the spring half term closure.

Block 2: 4 weeks in the second half of the spring term from February to mid-March, returning to work on full pay during the Easter closure.

Block 3: 6 weeks in the first half of the summer term from April to the end of May, returning to work on full pay during the May half term, then returning to work permanently.

Discontinuous Leave

Discontinuous Shared Parental Leave is a series of intermittent periods of leave, interspersed with returns to work, for example the Employee could request Shared Parental Leave every other week from January to March, returning to work on full pay between each week of leave. The Employee may request two or more periods of discontinuous leave in a single booking notice.

Once the Employee has submitted their request for discontinuous Shared Parental Leave, you have two weeks in which to accept it, suggest a different arrangement or refuse it.

If an agreement is not reached the Employee can either withdraw their notice or take the total amount of leave requested as a continuous block.

If the Employee withdraws their notice on or before the 15th calendar day after the originally gave it, it does not count as 1 of their 3 notices to take or vary leave.

If the Employee withdraws their notice 15 calendar days after the originally notice, it counts as a notice to vary leave. This means the Employee will have used 1 notice to take leave and 1 to vary it, so the Employee has 1 notice left to take leave.

Shared Parental Leave in touch (SPLIT) days

Parents can work up to 20 Shared Parental Leave in touch (SPLIT) days each during Shared Parental Leave without bringing statutory leave to an end. These are in addition to the 10 keeping it touch (KIT) days already available to Mothers on Maternity Leave.

SPLIT days can be used to allow returning parents to attend staff meetings, briefings or relevant training, CPD or INSET days. They can be used for planning or preparation, in the workplace or at home, or to enable you to meet your students or any new colleagues.

Employees can ask for SPLIT days to stagger their return to work, enabling them and their baby to ease into their new routine or to finalise any arrangements for a job-share or other flexible working arrangement.

SPLIT days are not mandatory – the Employee cannot be compelled to attend a SPLIT day and you are not obliged to agree to the Employee's request for a SPLIT day. SPLIT days must be mutually agreed in advance between you and the Employee. To avoid any confusion, the Employee should agree the purpose, timing location and pay for a SPLIT day in advance.

Working for part of a day will count as one full SPLIT day. The Employee's Shared Parental Leave will not be extended by any SPLIT days that they work.

Pay for a SPLIT day must be at least the national minimum wage and, to avoid you being liable for an equal pay claim, the payment should be the equivalent of their normal contractual rate of pay.

Most Employers will pay the normal contractual rate of pay; some offer time off in lieu of working a SPLIT day. You are entitled - but not obliged - to offset the contractual pay the Employee earns during a SPLIT day against the statutory pay they earned that week.

It would be unlawful to treat Employees unfavourably, to subject them to a detriment or dismiss them for working a SPLIT day or for not agreeing to work a SPLIT day.

Eligibility for Shared Parental Pay

To qualify for Shared Parental Pay, the Employee must meet the **continuity of employment test** and the father/partner must meet the **employment and earnings test** – these tests are explained in the Shared Parental Leave section. In addition, they must both have normal weekly earnings in the calculation period (the period of 8 weeks ending with the 15th week before their baby is due) of at least the lower earnings limit and they must both have given the appropriate notices.

If the Employee and their partner/the father both qualify for Statutory Maternity Pay and statutory paternity pay, the Employee will also qualify for Shared Parental Pay provided that they are still employed by the same Employer before the start of the week in which they wish to take Shared Parental Leave.

If the Employee is the birth Mother and they don't qualify for Statutory Maternity Pay, but receive Maternity Allowance, they will not be entitled to Shared Parental Pay but they will meet the employment and earnings test which would enable their partner/the father to qualify.

If they are a qualifying agency worker who is paid through PAYE, with tax and class 1 national insurance deducted through the payroll, they will be entitled to statutory Shared Parental Pay.

The Employee will not have an entitlement to return to their assignment but we would encourage you to adopt and apply policies that are more generous than the statutory entitlements.

Rate of Pay

Must be an Employee, give the correct notice, and be continuously employed for at least 26 weeks by the by the end of the 15th week before:

- i) the due date, or
- ii) week they were matched for a child

Where the Mother or adopter has returned to work, the Employee may also be eligible for Shared Parental Leave and Pay. If eligible, the Employee can take:

- i) the remaining leave as SPL (52 weeks minus any weeks of maternity or Adoption Leave)
- ii) the remaining pay as ShPP (39 weeks minus any weeks of maternity pay, maternity allowance or adoption pay)

(£184.03 a week from or 90% pay whichever is lower)

Length of Pay

A maximum of 37 weeks of Shared Parental Pay is available to parents who wish to share it; this is 39 weeks of Statutory Maternity Pay, less two weeks' pay during the two weeks of compulsory Maternity Leave following the birth.

Impact of Shared Parental Leave on your Job

The Employee's terms and conditions - except those related to their pay - continue while they are on Shared Parental Leave.

On their return to work, their seniority, pension and similar rights must be the same as they would have been if the Employee had not been absent, and their terms and conditions must not be less favourable than those which would have applied if they had not been absent.

Employees have a right to return to the job in which they were employed before their absence if they take less than 26 weeks of relevant statutory leave. This would include statutory Maternity Leave, Shared Parental Leave or Paternity Leave.

The Employees right to return is modified if they have taken statutory maternity, Shared Parental Leave or Paternity Leave consecutively in relation to the same child for more than 26 weeks. In this case, the Employee has a right to return to the same job or, if it is not reasonably practicable to return to that job, to another job which is both suitable and appropriate for them to do in the circumstances.

If the Employees job is at risk of redundancy, they have the right to be offered a suitable alternative post (if there is one) from the start of their Maternity Leave until 18 months from the expected date of childbirth or from the date of childbirth if they notify you of that date if their Maternity Leave ended on or after 6 April 2024; or from the start of their Shared Parental Leave until 18 months from date of childbirth if they take more than 6 consecutive weeks of Shared Parental Leave which began on or after 6 April 2024.

Employees are protected from dismissal or detriment for exercising their right to leave. You must not treat them less favourably, for example by refusing their request for Flexible Working because they exercised their right to take Shared Parental Leave. Similarly, the Employee should not be asked to work during School Closure Periods if their peers are not asked to work during these periods; to do so would be detrimental and discriminatory.

If they are a qualifying agency worker, they may be entitled to statutory Shared Parental Pay, but they will not have an entitlement to return to their assignment.

Your actions

Before the Employee starts their leave

- They should familiarise themselves with their Terms and Conditions. Seek out the maternity, parental and other family related policies that apply.
- Provide them information on how SPLIT day arrangements work in your School and ask the Employees their plans if they are already thinking of working some SPLIT days.

If the Employee is planning to take Paternity Leave and Shared Parental Leave, make sure that they take their Paternity Leave before they take any Shared Parental Leave. If they take Shared Parental Leave first, they will not be able to exercise their rights to Statutory Paternity Leave.

Leave – Employee notifying you

- If the Employee is the birth Mother, they must give notice to you that they intend to curtail their Maternity Leave and pay, plus notice of the start and end dates of the blocks of leave the parents intend to take. These are sometimes known respectively as the 'curtailment notice' and the 'booking notice'.
- Each parent must sign a declaration and send these and a written notice of entitlement to you.
- They must give 8 weeks' notice to book Shared Parental Leave; and they must give 8 weeks' notice to vary or cancel their booked leave.
- They may give up to three notices to you of their intention to take blocks of Shared Parental Leave; they may give more than three notices your agreement. A notice to vary or cancel their leave would count as one notice.
- They can use the curtailment notice, notice of entitlement and signed declaration provided by you or they can use the comprehensive Shared Parental Leave forms for maternity which you can find on the [ACAS website](#). We advise that each booking notice for blocks of continuous leave is submitted separately to avoid you confusing this with discontinuous leave.
- Once they have submitted their notice, ensure you confirm their leave.

Pay – Employee s notifying you

- To claim Shared Parental Pay they must give 8 weeks' notice to their Employers.
- They must provide a written notice of entitlement and signed declarations by each parent. This can be included in the notice of entitlement to take Shared Parental Leave.
- Within 14 days of receiving notices to claim Shared Parental Pay, you can ask for the following additional information: a copy of their baby's birth certificate, or if it has not been issued, a declaration signed by them stating that it has not been issued; and the name and address of the co-parent's Employer or a written declaration signed by them stating that the co-parent has no Employer. They have a further 14 days to provide this information.
- If they are the birth Mother, and in receipt of Maternity Allowance, they will not be entitled to Shared Parental Pay. Employees can make Shared Parental Leave and Pay available to their partner/the father by giving Jobcentre Plus 8 weeks' notice of the date that their Maternity Allowance will come to an end.
- Once they have submitted their notice, the Employee can ask for a pay forecast to be provided for each week of absence and for any periods between Maternity Leave, Paternity Leave and Shared Parental Leave until the end of the last block of Shared Parental Leave.

Helpful links:

The Employee can use the Shared Parental Leave and Pay [Planning Tool](#).

[Shared Parental Leave and Pay: How it works - GOV.UK](#)

[How Shared Parental Leave works - Shared Parental Leave and pay - Acas](#)

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Form 1: Curtailment of Maternity Leave and Pay (for Mother or birth parent's Employer – must be completed by Mother or birth parent)

Template form for the Mother or birth parent and their partner to confirm Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) entitlement with the School, if:

- both parents want to take SPL
- just the Mother or birth parent wants to take SPL
- just the partner wants to take SPL

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my Maternity Leave and/or Statutory Maternity Pay (SMP). This form is accompanied by notification that either I or my partner intend to take SPL and/or ShPP.	
I understand my Maternity Leave will end on the date given in Section B and my SMP will end on the date given in Section C. I understand that I can only reinstate my Maternity Leave if I revoke this notice before the curtailment date given in Section B.	
I understand that I can only reinstate any SMP that I am eligible for if I revoke this notice before the end date given in Section C.	
Mother or Birth Parent's Last Name	
Mother or Birth Parent's First Name(S)	
Expected Date of Child's Birth	
Actual Date of Child's Birth (If Born)	
SECTION B: Curtailing Maternity Leave (must be completed)	
Start Date of Statutory Maternity Leave	
End Date of Statutory Maternity Leave	
Total number of weeks of statutory Maternity Leave taken by the date statutory Maternity Leave ends	
SECTION C: Curtailing Statutory Maternity Pay (SMP) (only if claiming ShPP)	
Start Date of SMP	
End Date of SMP	
Total number of weeks of SMP paid by date SMP ends	
SECTION D: Signature (must be completed)	

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Signature of Mother or Birth Parent	
Date Signed	

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Form 2: Notification that Mother or Birth Parent is intending to take SPL (for their Employer)

Template form to confirm Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) entitlement with the School , if:

- both parents want to take SPL
- just the Mother or Birth Parent wants to take SPL

SECTION A: General (must be completed)	
Please accept this as notification that I (the Mother or birth parent) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Mother or Birth Parent's Last Name	
Mother or Birth Parent's First Name(S)	
Partner's Last Name	
Partner's First Name(S)	
Partner's Address	
Partner's National Insurance Number (put 'none' if no number is held)	
Expected Date of Child's Birth	
Actual Date of Child's Birth (if child not yet born, provide this as soon as possible after the birth and before taking SPL)	
SECTION B: Maternity entitlement details (all answers that apply must be completed)	
Start Date of Statutory Maternity Leave	
End Date of Statutory Maternity Leave	
Total number of weeks of statutory Maternity Leave that will have been taken at the date statutory Maternity Leave ends	
Start date of SMP or MA	
End date of SMP or MA	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks by which SMP or MA will be reduced (39 weeks less total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	

Total number of weeks of SPL created (52 weeks less total number of maternity weeks taken and any SPL from a previous notice and revocation)	
Total number of weeks of SPL I (the Mother or birth parent) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Mother or Birth Parent's Leave Plans (must be completed but is not binding)	
I (the Mother or birth parent) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E: Amount of ShPP available (only if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the Mother or birth parent) intend to take	
Total number of weeks of ShPP my partner intends to take	
I (the Mother or birth parent) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION F: Mother or birth parent's declaration (must be completed)	
The following points apply in all circumstances where a Mother or Birth Parent is entitled to Maternity Leave:	
<ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take SPL • I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this Employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of the child at the time of the child's birth (along with my partner who has made the declaration below) • I am entitled to Maternity Leave; my Maternity Leave period is reduced and the remaining weeks are now available as SPL • I will inform my Employer immediately if I am no longer caring for my child • I will give my Employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my Employer asks for this within 14 days of the date of this notice 	

- I will give my Employer the name and address of my partner's Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I am entitled to SMP in respect of the birth of our child, my maternity pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I intend to care for my child in the weeks I receive ShPP
- I will remain employed with this Employer until before the date of my first period of ShPP
- I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP or MA
- The information provided in this declaration is accurate

Signature of Mother or Birth Parent	
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Date Signed	
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**SECTION G:
Partner's Declaration (must be completed)**

- I am the father of the child, or at the date of the birth I was (or will be) the Mother or birth parent's spouse, the Mother or birth parent's civil partner and/or the Mother or birth parent's partner living with her and the child in an enduring relationship
- I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's Mother or birth parent)
- 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 expected week of birth
- I have (or will have) earned in total at least £... in 13 weeks of the 66 weeks before the expected week of childbirth
- I consent to the amount of SPL which the Mother or birth parent intends to take, as set out in Section D above.
- I consent to the Mother or birth parent's Employer processing the information I have provided
- I consent to the amount of ShPP which the Mother or birth parent intends to take, as set out in Section E above.
- The information provided in this declaration is accurate

Signature of Partner	
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Date Signed	
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Form 3: Notice confirming that partner is taking SPL but Mother or Birth Parent is not (for Mother or Birth Parent's Employer)

Template form to confirm Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) entitlement with the School , if:

- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as notification that I (the Mother or birth parent) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Mother or Birth Parent's Last Name	
Mother or Birth Parent's First Name(S)	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP, where relevant), or I do not intend to take SPL (or claim ShPP, where relevant) • I declare that my partner has given notice to their Employer to take SPL and/or ShPP • I consent to my partner's claim for SPL and/or ShPP 	
SECTION C: Signature (must be completed)	
Signature of Mother or Birth Parent	
Date Signed	

Form 4: Notification that partner is intending to take SPL (for partner's Employer)

Template form to confirm Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) entitlement with the School, if:

- both parents want to take SPL
- just the partner wants to take SPL

SECTION A: General (must be completed)	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's Last Name	
Partner's First Name(S)	
Mother or Birth Parent's Surname	
Mother or Birth Parent's First Name(S)	
Mother or Birth Parent's Address	
Mother or Birth Parent's National Insurance number (put 'none' if no number is held)	
Expected Date of Child's Birth	
Actual date of child's birth (if child not yet born I will provide this information as soon as reasonably practicable following birth and before I take any SPL)	
SECTION B: Maternity Entitlement details (all answers that apply must be completed)	
Start date of Mother or birth parent's Maternity Leave (if applicable)	
End date of Mother or birth parent's Maternity Leave (if applicable)	
Total number of weeks of Maternity Leave taken (or that will be taken) when Maternity Leave ends	
Start Date of SMP or MA (if applicable)	
End Date of SMP or MA (if applicable)	
Total number of weeks SMP or MA has been paid or will have been paid at date of curtailment	
Total number of weeks SMP or MA will be reduced by (39 weeks less total number of weeks SMP or MA has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	

<p>The total number of weeks of SPL created depends on the Mother or birth parent's leave and pay entitlements.</p> <ul style="list-style-type: none"> • If the birth Mother or birth parent was/is entitled to Maternity Leave and SMP/MA, the total created will be 52 weeks less any weeks Maternity Leave taken • If the Mother or birth parent was/is entitled to Maternity Leave but not to SMP or MA, the total created will be 52 weeks less any weeks Maternity Leave taken • If the Mother or birth parent was/is not entitled to Maternity Leave but was entitled to SMP/MA, the total created will be 52 weeks less any weeks of SMP/MA that was paid • If the Mother or birth parent previously revoked her curtailment notice any SPL that was taken by the partner must be deducted 	
Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the Mother or birth parent intends to take (if applicable)	
<p>SECTION D: Partner's Leave Plans (must be completed but is not binding)</p>	
<p>I (the partner) currently expect to take SPL as follows:</p> <p>[Note: It can help to answer this as 'from...to...']</p>	
<p>SECTION E: Amount of ShPP available (only if claiming ShPP)</p>	
Total number of weeks of ShPP created (39 weeks less total number of SMP/MA taken and any ShPP paid from a previous notice and revocation)	
Total Number of Weeks of ShPP I (the partner) intend to take	
Total Number of Weeks of ShPP the Mother or birth parent intends to take	
<p>I (the partner) currently expect to take ShPP as follows:</p> <p>[Note: It can help to answer this as 'from...to...']</p>	
<p>SECTION F: Partner's Declaration (must be completed)</p>	

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the father of the child, or at the time of the birth I was (or will be) the Mother or birth parent’s spouse, civil partner and/or partner living with them and the child in an enduring relationship
- I have been (or will be) continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due
- I will remain employed with this Employer until any period of SPL that I intend to take
- I had (or will have) shared responsibility for the care of our child at the time of the child’s birth (along with the child’s Mother or birth parent who has made the declaration below)
- I will give my Employer a copy of my child’s birth certificate or a declaration of the date and place of the birth where no certificate is available if my Employer asks for this within 14 days of the date of this notice
- I will give my Employer the name and address of the Mother or birth parent’s Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice
- I will inform my Employer immediately if I am no longer caring for our child or if my partner revokes their notice to curtail her Maternity Leave or SMP/MA period
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child in the weeks I receive ShPP
- I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)
- I will remain employed with this Employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of Partner	
Date Partner Signed	

SECTION G:

Mother or Birth Parent’s Declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) the main responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to Maternity Leave and/or SMP or MA in respect of the child and I have curtailed (or will curtail) my entitlement to Maternity Leave (or I have returned to work) and/or my entitlement to SMP or MA.
- I have, or will have, been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of childbirth
- I have (or will have) earned in total at least £... in 13 weeks of the 66 weeks before the expected week of birth
- I will immediately inform my partner if I revoke my notice to curtail my Maternity Leave or, if I am not entitled to Maternity Leave, my SMP or MA entitlement
- I consent to my partner's intended SPL as set out in Section D above
- I consent to my partner's Employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am entitled to SMP or MA, and I have reduced (or will reduce) the SMP or MA period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in Section E above
- I will immediately inform my partner if I revoke the reduction of my SMP or MA
- I consent to the person who will pay ShPP to my partner or the child's father processing the information I have provided
- The information provided in this declaration is correct

Signature	
Date Signed	

Form 5: Curtailment of Adoption Leave and Pay (for Primary Adopter 's Employer)

Template form for the Primary Adopter who's taken Adoption Leave and/or pay and their partner to confirm entitlement to Shared Parental Leave (SPL) or Shared Parental Pay (ShPP) with the School if:

- **both parents want to take SPL**
- **just the Primary Adopter wants to take SPL**
- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my Adoption Leave and/ or SAP. This form is accompanied by a notification that either I or my partner intend to take SPL and/or ShPP. I understand my Adoption Leave will end on the date given in section B and my SAP will end on the date given in section C, unless my notice is revoked or there's no entitlement.	
Primary Adopter 's Last Name	
Primary Adopter 's First Name(S)	
Expected date of Child's Placement	
Actual Date of Child's Placement (if known)	
SECTION B: Curtailling Adoption Leave (must be completed)	
Statutory Adoption Leave Start Date	
Date Statutory Adoption Leave will come to an end	
Total number of weeks of Statutory Adoption Leave taken by the date Statutory Adoption Leave ends	
SECTION C: Curtailling adoption pay (only if claiming ShPP)	
SAP Start Date	
SAP End Date	
Total number of weeks SAP paid by the date SAP ends	
SECTION D: Signature (must be completed)	
Signature of Adopter	
Date Signed	

Form 6: Notification that Primary Adopter is intending to take SPL (for their Employer)

Template form for the Primary Adopter who's taking Shared Parental Leave (SPL) with the School if:

- both parents want to take SPL
- just the Primary Adopter wants to take SPL

SECTION A: General (must be completed)	
Please accept this as notification that I (the Primary Adopter taking Adoption Leave /pay) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Primary Adopter's Last Name	
Primary Adopter's First Name(S)	
Partner's Last Name	
Partner's First Name(S)	
Partner's Address	
Partner's National Insurance Number (put 'none' if no number is held)	
Date adopter was informed of being matched for adoption	
Expected date of Child's Placement	
Actual Date of Child's Placement (if child not yet placed provide this as soon as possible after placement and before SPL)	
SECTION B: Adoption entitlement details (all answers that apply must be completed)	
Start Date of Statutory Adoption Leave	
End Date of Statutory Adoption Leave	
Total number of weeks of Statutory Adoption Leave that will have been taken at the date that Statutory Adoption Leave ends	
Start Date of SAP	
End Date of SAP	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SAP will be reduced (39 weeks less total number of weeks SAP	

has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	
Total number of weeks of SPL created (52 weeks less total number of weeks of Adoption Leave taken)	
Total number of weeks of SPL I (the Primary Adopter) intend to take	
Total number of weeks of SPL partner intends to take	
SECTION D: Primary Adopter 's leave plans (must be completed but is not binding)	
I (the adopter) currently expect to take SPL as follows: [Note: It can help to answer this as 'from...to...']	
SECTION E: Amount of ShPP available (only if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of weeks SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the Primary Adopter) intend to take	
Total number of weeks of ShPP partner intends to take	
I (the Primary Adopter) currently expect to take ShPP as follows: [Note: It can help to answer this as 'from...to...']	
SECTION F: Adopter's Declaration (must be completed if Primary Adopter is entitled to Adoption Leave)	
The following points apply in all circumstances:	
<ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take SPL • I have been continuously employed for 26 weeks at the end of the week in which I (the adopter) was notified of having been matched for adoption • I will remain employed with this Employer until any period of SPL that I intend to take • I had (or will have) the main responsibility for the care of the child at the time of the child's placement (along with my partner who has made the declaration below) and I intend to care for the child during each week of SPL • I am entitled to Adoption Leave in respect of the child, my Adoption Leave period is reduced and will be available as SPL • I will inform my Employer immediately if I am no longer responsible for the care of the child • if my Employer asks within 14 days of the date of this notice, I will give my Employer evidence, in the form of one or more documents issued by the adoption agency that matched me with the child, of (i) the name and address of the adoption agency; (ii) the date that I was notified of having been matched for adoption with the child; and (iii) the date the adoption agency expects to place the child with me 	

- I will give my Employer the name and address of my partner's Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice
- The information provided in this declaration is accurate

The following points only apply if section E is completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the week in which I (the adopter) was notified of having been matched for adoption with the child
- I am entitled to SAP in respect of the child placed with me, my adoption pay period is reduced and the period that remains is available as ShPP
- I will be absent from work in each week in which I will be paid ShPP and, if I am entitled to it, I will be on SPL in those weeks
- I intend to care for my child and to be absent from work in the weeks I receive ShPP and if I am an Employee I will be on SPL in those weeks
- I will remain employed with this Employer until before the date of my first period of ShPP
- I will immediately inform the person who pays ShPP if I revoke curtailment of my SAP
- The information provided in this declaration is accurate

Signature of Primary Adopter	
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Date Signed	
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**SECTION G:
Partner's Declaration (must be completed)**

- I am the Primary Adopter's spouse, civil partner or partner living with them and the child in an enduring relationship
- I had (or will have) shared responsibility for the child at the time of the placement (along with the Primary Adopter)
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the week in which we were notified of being matched for adoption with the child
- I have earned in total at least £... in 13 weeks of the 66 weeks preceding the week in which the adopter was notified of having been matched for adoption with the child
- I consent to the amount of SPL the Primary Adopter intends to take, in section D above
- I consent to the Primary Adopter's Employer processing the information I have provided
- I consent to the amount of ShPP the Primary Adopter intends to take, in section E above
- The information provided in this declaration is accurate

Signature of Partner	
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Date Signed	
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Form 7: Notice confirming Partner is taking SPL but Primary Adopter is not (for Primary Adopter 's Employer)

Template form to confirm partner is taking SPL but Primary Adopter is not (Primary Adopter Employers) with the School if:

- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as notification that I (the Primary Adopter) do not intend to take SPL (or ShPP where relevant) but that my partner will be.	
Primary Adopter 's Last Name	
Primary Adopter 's First Name(S)	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP, where relevant) • I declare that my partner has given notice to their Employer to take SPL and/or ShPP • I consent to my partner's intended claim for SPL and/or ShPP 	
Signature (must be completed)	
Signature of Primary Adopter	
Date Signed	

Form 8: Notification that Partner is intending to take SPL (for partner's Employer)

Template form to confirm partner is taking SPL (for partners Employers):

- **both parents want to take SPL**
- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as notification that I (the Primary Adopter's partner) am entitled to and intend to take SPL (and ShPP if section C is completed).	
Partner's Last Name	
Partner's First Name(S)	
Primary Adopter's Last Name	
Primary Adopter's First Name(S)	
Primary Adopter's Address	
Primary Adopter's National Insurance number (put 'none' if no number is held)	
Date Informed of Being Matched for Adoption	
Expected Date of Child's Placement	
Actual date of child's placement (if child not yet placed I will provide this information as soon as reasonably practicable following placement and before I take any SPL)	
SECTION B: Adoption entitlement details (all answers that apply must be completed)	
Start Date of Statutory Adoption Leave (if applicable)	
End date of Statutory Adoption Leave (if applicable)	
Total number of weeks of Statutory Adoption Leave taken (or that will be taken) when Statutory Adoption Leave ends	
Start Date of SAP (if applicable)	
End Date of SAP (if applicable)	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SAP will be reduced (39 weeks less total number of weeks SAP has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)	
The total number of weeks of SPL created depends on the adopter's leave and pay entitlements:	
<ul style="list-style-type: none"> • If the adopter was/is entitled to Adoption Leave and SAP, the total created will be 52 weeks less any weeks of Adoption Leave taken • If the adopter was/is entitled to Adoption Leave but not to SAP, the total created will be 52 weeks less any weeks Adoption Leave taken • If the adopter was/is not entitled to Adoption Leave but is entitled to SAP, the total created will be 52 weeks less any weeks of SAP taken 	
Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
SECTION D: Partner's leave plans (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E: Amount of ShPP available (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the partner) intend to take	
Total number of weeks of ShPP Primary Adopter intends to take	
I (the partner) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION F: Partner's declaration (must be completed)	

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the adopter's spouse, the adopter's civil partner or the adopter's partner living with them and the child in an enduring relationship
- I have been continuously employed for 26 weeks at the end of the week in which the adopter was notified of having been matched for adoption
- I will remain employed with this Employer until any period of SPL that I intend to take
- I had (or will have) shared responsibility for our child at the time of the child's placement (along with the Primary Adopter who has made the declaration below)
- If my Employer asks within 14 days of the date of this notice, I will give my Employer evidence, in the form of one or more documents issued by the adoption agency that matched the adopter with the child, of (i) the name and address of the adoption agency; (ii) the date that the adopter and/or I was notified of having been matched for adoption with the child; and (iii) the date on which the adoption agency expects to place the child with the adopter and/or me.
- I will give my Employer the name and address of the adopter's Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice
- I will inform my Employer immediately if I am no longer caring for our child
- The information provided in this declaration is accurate

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the week in which the adopter was notified of having been matched for adoption with the child
- I intend to care for my child and to be absent from work in the weeks I receive ShPP and if I am an Employee I will be on SPL in those weeks
- I will remain employed with this Employer until before the date of my first period of ShPP
- The information provided in this declaration is accurate

Signature of Partner	
Date Signed	

SECTION G:

Adopter's Declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) shared responsibility for the child at the time of the placement of the child (along with my partner who has made the declaration above)
- I am entitled to Adoption Leave and/or SAP in respect of the child and I have curtailed (or will curtail) my entitlement to Adoption Leave (or I have returned to work) and/or my entitlement to SAP
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the week in which the adopter was notified of having been matched for adoption with the child

- I have earned in total at least £... in 13 weeks of the 66 weeks preceding the week in which I (the adopter) was notified of having been matched for adoption with the child
- I consent to my partner's intended SPL as set out in section D above
- I consent to my partner's Employer processing the information I have provided
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if section E has been completed:

- I am entitled to SAP, and I have reduced (or will reduce) the SAP period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in section E above
- I consent to the person who will pay ShPP to my partner processing the information I have provided
- I will immediately inform my partner if I revoke the curtailment of my SAP
- The information provided in this declaration is accurate

Signature of Primary Adopter	
Date Signed	

Form 9: Curtailment of Adoption Leave and Pay (for Parental Order Parent's Employer)

Template Form for a Parental Order Parent (POP) who is entitled to Adoption Leave and/or pay (for Parental Order Parent’s Employer), if:

- both parents want to take SPL
- just the POP wants to take SPL
- just the partner wants to take SPL

SECTION A: General (must be completed)	
Please accept this as my notice to curtail my Adoption Leave and/or SAP. This form is accompanied by notification that either I or my partner intend to take SPL and/or ShPP. I understand my Adoption Leave (if eligible) will end on the date given in section B and my SAP (if eligible) will end on the date given in section C, unless I revoke my notice or there’s no entitlement.	
Parental Order Parent’s Last Name	
Parental Order Parent’s First Name(S)	
Expected Date of Child’s Birth	
Actual Date of Child’s Birth (if born)	
SECTION B: Curtailing Adoption Leave (must be completed)	
Date Statutory Adoption Leave started/is intended to start	
Date Statutory Adoption Leave will come to an end	
Total number of weeks of Statutory Adoption Leave that will have been taken at the date that Statutory Adoption Leave ends	
SECTION C: Curtailing adoption pay (SAP) (only if claiming ShPP)	
Start Date of SAP	
End Date of SAP	
Total number of weeks of SAP that will have been paid at the date that SAP ends	
SECTION D: Signature (must be completed)	
Signature of Parental Order Parent	
Date Signed	

Form 10: Notification that Parental Order Parent (POP) is intending to take SPL (for Parental Order Parent’s Employer)

Template form for notification POP is intending to take SPL if:

- both parents want to take SPL
- just the POP wants to take SPL

SECTION A: General (must be completed)	
Please accept this as notification that I (the parental order parent entitled to Adoption Leave and/or pay) am entitled to and intend to take SPL (and ShPP if section D is completed).	
Parental Order Parent's Last Name	
Parental Order Parent's First Name(S)	
Partner's Last Name	
Partner's First Name(S)	
Partner's Address	
Partner's National Insurance Number (put 'none' if no number is held)	
The Date the Parental Order was Granted (if applicable and if it has been granted)	
Expected Date Of Child's Birth	
Actual date of child's birth (if child not yet born, provide this as soon as possible after the birth and before SPL)	
SECTION B: Adoption Entitlement Details (all answers that apply must be completed)	
Start date of Statutory Adoption Leave	
End date of Statutory Adoption Leave	
Total number of weeks of Statutory Adoption Leave that will have been taken at the date that Statutory Adoption Leave ends	
Start Date of SAP	
End Date of SAP	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks that SAP will be reduced (39 weeks less total number of weeks SAP has been paid or will have been paid at date of curtailment)	
SECTION C: Amount of SPL available (must be completed)	

Total number of weeks of SPL created (52 weeks less total number of weeks of Adoption Leave taken)	
Total number of weeks of SPL I (the parental order parent) intend to take	
Total number of weeks of SPL my partner intends to take	
SECTION D: Parental Order Parent's Leave Plans (must be completed but is not binding)	
I (the parental order parent entitled to Adoption Leave) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E: Amount of ShPP available (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the parental order parent) intend to take	
Total number of weeks of ShPP my partner intends to take	
I (the parental order parent entitled to SAP) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION F: Parental Order Parent's declaration (must be completed)	
The following points apply in all circumstances:	
<ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take SPL • I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due • I will remain employed with this Employer until any period of SPL that I intend to take • I had (or will have) shared responsibility for the child at the time of the child's birth (along with my partner who has made the declaration below) • I am entitled to Adoption Leave in respect of my child, my Adoption Leave period will be reduced and the remainder will be available as SPL • I will inform my Employer immediately if I am no longer responsible for the care of the child • I enclose a statutory declaration that I meet the requirements to be a parental order parent (unless I have already supplied this to my Employer or I already have a parental order for my child) • I will give my Employer the name and address of my partner's Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice • The information provided in this declaration is accurate 	
The following points only apply if section E has been completed:	

<ul style="list-style-type: none"> • I am giving notice that I am entitled to and intend to take ShPP • I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth • I am entitled to SAP in respect of the child, my adoption pay period is reduced and the period that remains is available as ShPP • I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks • I intend to care for my child and will be absent from work in the weeks I receive ShPP and I will be on SPL during those weeks if I am an Employee • I will remain employed with this Employer until before the date of my first period of ShPP • I will immediately inform the person paying ShPP if I revoke the curtailment of my adoption pay • The information provided in this declaration is accurate 	
Signature of Parental Order Parent	
Date Signed	
<p>SECTION G: Partner's Declaration (must be completed)</p>	
<ul style="list-style-type: none"> • I am the Parental Order Parent's spouse, civil partner or partner living with them and the child in an enduring relationship • I had (or will have) shared responsibility for the child at the time of the birth (along with the parental order parent) • I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the expected week of birth • I have earned in total at least £... in 13 weeks of the 66 weeks preceding the expected week of childbirth • I consent to the amount of SPL which the parental order parent intends to take, as set out in Section D above • I consent to the Parental Order Parent's Employer processing the information I have provided • I consent to the amount of ShPP which the parental order parent intends to take, as set out in Section E above. • The information provided in this declaration is accurate 	
Signature of Partner	
Date Partner Signed	

Form 11: Notice confirming that Partner is taking SPL but the Parental Order Parent is not (for Parental Order Parent’s Employer)

Template form confirming partner is taking SPL but the POP is not if:

- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as notification that I (the Parental Order Parent) do not intend to take SPL (or ShPP where relevant) but that my partner will be	
Parental Order Parent’s Last Name	
Parental Order Parent’s First Name(S)	
SECTION B: Confirmation	
<ul style="list-style-type: none"> • I am either not entitled to SPL (or ShPP where relevant), or I do not intend to take SPL (or claim ShPP where relevant) • I declare that my partner has given a notice to their Employer to take SPL and/or ShPP • I consent to my partner’s intended claim for SPL and/or ShPP 	
Signature (must be completed)	
Signature of Parental Order Parent	
Date Signed	

Form 12: Notification that partner is intending to take SPL (for partner’s Employer)

Template form for partner intending to take SPL if:

- **both parents want to take SPL**
- **just the partner wants to take SPL**

SECTION A: General (must be completed)	
Please accept this as notification that I (the partner) am entitled to and intend to take SPL (and ShPP if section E is completed).	
Partner's Last Name	
Partner's First Name(S)	
Parental Order Parent's Last Name	
Parental Order Parent's First Name(S)	
Parental Order Parent's Address	
Parental Order Parent's National Insurance Number (put 'none' if no number is held)	
The Date the Parental Order was Granted (if it has been granted)	
Expected Date of Child's Birth	
Actual date of child's birth (if child not yet born, provide this as soon as possible after the birth and before I take any SPL)	
SECTION B: Adoption entitlement details (all answers that apply must be completed)	
Start Date of Statutory Adoption Leave (if applicable)	
End Date of Statutory Adoption Leave (if applicable)	
Total number of weeks of Statutory Adoption Leave taken (or that will be taken) when Statutory Adoption Leave ends	
Start Date of SAP (if applicable)	
End Date of SAP (if applicable)	
Total number of weeks SAP has been paid or will have been paid at date of curtailment	
Total number of weeks by which SAP will be reduced (39 weeks less total number of weeks SAP has been paid or will have been paid at date of curtailment)	

SECTION C: Amount of SPL available (must be completed)	
The total number of weeks of SPL created depends on the Parental Order Parent's leave and pay entitlements:	
<ul style="list-style-type: none"> • If the parental order parent was/is entitled to Adoption Leave and SAP, the total created will be 52 weeks less any weeks Adoption Leave taken • If the parental order parent was/is entitled to Adoption Leave but not to SAP, the total created will be 52 weeks less any weeks Adoption Leave taken • If the parental order parent was/is not entitled to Adoption Leave but is entitled to SAP, the total created will be 52 weeks less any week's SAP 	
Total number of weeks of SPL created (50 max)	
Total number of weeks of SPL I (the partner) intend to take	
Total number of weeks of SPL the parental order parent intends to take (if applicable)	
Section D: Indication of Partner's leave intentions (must be completed but is not binding)	
I (the partner) currently expect to take SPL as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION E: Shared Parental Pay (only complete if claiming ShPP)	
Total number of weeks of ShPP created (39 weeks less total number of SAP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the partner) intend to take:	
Total number of weeks of ShPP parental order parent intends to take:	
I (the partner) currently expect to take ShPP as follows:	
[Note: It can help to answer this as 'from...to...']	
SECTION F: Partner's Declaration (must be completed)	

The following points apply in all circumstances:

- I am giving notice that I am entitled to and intend to take SPL
- I am the Parental Order Parent’s spouse, civil partner or partner living with them and the child in an enduring relationship
- I have been continuously employed for 26 weeks at the end of the 15th week before the expected week of childbirth
- I will remain employed with this Employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of our child at the time of the child’s birth (along with the parental order parent who has made the declaration below)
- If available, I will give my Employer evidence in the form of a Parental Order if my Employer asks for this within 14 days of the date of this notice
- I enclose a statutory declaration that my partner and I meet the requirements to be a parental order parent (unless I have already supplied this to my Employer or I already have a parental order for my child) I (or my partner) have given a period of SPL notice
- I will give my Employer the name and address of the Parental Order Parent’s Employer or a declaration that they do not have an Employer if my Employer asks for this within 14 days of the date of this notice
- I will inform my Employer immediately if I am no longer caring for our child
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if Section E has been completed:

- I am giving notice that I am entitled to and intend to take ShPP
- I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth
- I intend to care for my child and will be absent from work in the weeks I receive ShPP and I will be on SPL during those weeks if I am an Employee
- I will remain employed with this Employer until before the date of my first period of ShPP
- The information provided in this declaration is correct

Signature of Partner	
Date Signed	

SECTION F:

Parental Order Parent’s declaration (must be completed)

The following points apply in all circumstances:

- I had (or will have) shared responsibility for the care of the child at the time of the birth (along with my partner who has made the declaration above)
- I am entitled to Adoption Leave and/or SAP in respect of the child and I have curtailed (or will curtail) my entitlement to Adoption Leave (or I have returned to work) and/or my entitlement to SAP.
- I have been employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks preceding the expected week of childbirth

- I have earned in total at least £... in 13 weeks of the 66 weeks preceding the expected week of birth
- I consent to my partner's intended SPL as set out in section D above
- I consent to my partner's Employer processing the information I have provided
- The information provided in this declaration is accurate

The following points only apply if section E has been completed:

- I am entitled to SAP, and I have reduced (or will reduce) the SAP period and the remainder will be available as ShPP
- I consent to my partner's intended ShPP as set out in section E above
- I consent to the person who will pay ShPP to my partner processing the information I have provided
- I will immediately inform my partner if I revoke the curtailment of my adoption pay
- The information provided in this declaration is accurate

Signature of Parental Order Parent	
Date Signed	

TEMPLATE LETTERS

Notices to book Shared Parental Leave

Template Letter 1 - Notice to book continuous Shared Parental Leave

[date dd/mm/yy]

Dear [name of manager or Employer],

My current remaining entitlement to Shared Parental Leave (SPL) is [...] weeks.

This notice is to book a period of [...] weeks of SPL.

I will be taking a continuous period of leave from [date dd/mm/yy] to [date dd/mm/yy].

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is [...] weeks.

During my period of SPL I would like to receive [...] weeks ShPP.

I would like this paid from [date dd/mm/yy] to [date dd/mm/yy].

I understand this counts as 1 of my 3 notices to book leave and I have [...] notices remaining.

Yours sincerely,

.....



Template letter 2 - Notice to book discontinuous Shared Parental Leave

[date dd/mm/yy]

Dear [name of manager or Employer],

My current remaining entitlement to Shared Parental Leave (SPL) is [...] weeks.

I would like to take a discontinuous leave in the following blocks [add as many dates as you are requesting]:

- from [date dd/mm/yy] to [date dd/mm/yy]

I understand that you do not have to agree to this and that if we do not reach an agreement within 14 days of the date I gave this notice, I must either withdraw the notice 15 days after the notice date or take the total amount of SPL requested in this booking as one continuous leave.

I understand my leave will begin on the start date of the first block of leave I requested unless I notify you within 19 days of the notice date of a different start date. [A new start date must be at least 8 weeks after the notice date.]

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is [...] weeks.

During my SPL I would like to receive [...] weeks of ShPP.

If the proposed period of SPL is agreed I would like to be paid ShPP [add as many dates as you are requesting]:

- from [date dd/mm/yy] to [date dd/mm/yy]

I understand this counts as 1 of my 3 notices to book leave and I have [...] notices remaining.

Yours sincerely,

.....



Template letter 3 - For a parent who's eligible for Shared Parental Leave (SPL), and wants to cancel or change the dates of their SPL with their Employer .

You must give your Employer 8 weeks' notice to vary or cancel SPL.

[date dd/mm/yy]

Dear [name of Manager or Employer],

[Note: use either A or B]

A. I am writing to cancel Shared Parental Leave (SPL) I'd booked for the following dates: from [insert date/s].

I understand I have [insert remaining notices] of my 3 notices left to use.

To my understanding, I have [insert weeks] of my total SPL entitlement remaining.

B. I am writing to change the dates of Shared Parental Leave (SPL) I have booked. The original dates were from [insert date/s] for [insert weeks leave]... weeks after the birth or adoption placement of my child.

The new date/s I wish to book are [insert date/s].

I would like my Shared Parental Pay (ShPP) to be paid on the same dates as above/ [insert date/s if different to above] [delete as appropriate].

I understand this counts as 1 of my 3 notices and that I have [insert remaining notices] notices left to use.

To my understanding, I have [insert weeks] of my total SPL entitlement remaining.

Yours

sincerely,

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