

SHARED PARENTAL LEAVE

Notice to cancel or vary a period of Shared Parental Leave

SPL4

Guidance:

You should use this form to notify us that you wish to cancel or vary a period of Shared Parental Leave (SPL) or Shared Parental Pay. This may be to vary the start or end date of a period of leave/pay or to vary or cancel the amount of leave/pay requested. In such cases, you should give at least 8 weeks' notice.

A variation will normally count as one of your three periods of leave notifications unless, for instance, it is as a result of the child being born/placed for adoption earlier or later than the expected week of childbirth/ date of placement for adoption, or if the employee's manager has requested the variation.

If you are requesting a variation in Shared Parental Leave Pay entitlement, the other parent must also sign this form to signify their consent to the variation.

Section 1 – Your details:

Your name:	Employee/SAP no:
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Section 2 – SPL:

Total amount of SPL available:	
Number of weeks of SPL already claimed by you:	
Number of weeks of SPL already claimed by your partner:	

Original SPL dates to be varied or cancelled:

Start date	End date	Number of weeks

New SPL dates (if applicable):

Start date	End date	Number of weeks

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Section 3 - Shared Parental Pay	
Total amount of shared parental pay available:	
Number of weeks of shared parental pay already claimed by you:	
Number of weeks of shared parental pay already claimed by your partner:	

Original shared parental pay dates to be varied or cancelled:		
Start date	End date	Number of weeks

New shared parental pay dates (if applicable):		
Start date	End date	Number of weeks

I confirm that I agree to the variations detailed above, and I understand that this cancellation/variation counts towards the total number of notifications I am entitled to make.

Employee's signature: _____ Date: ____/____/____

Declaration of other parent: I confirm that I agree to the variations in shared parental pay detailed above:

Other parent's signature: _____ Date: ____/____/____

Completed form should be sent via Manager to Customer Business Services (CBS): servicehr@glasgow.gov.uk