

SHARED PARENTAL LEAVE
Notice of entitlement and intention to take Shared Parental Leave
(Mother/Main adopter)

Guidance	
<p>You should use this form if you are the child's mother or main adopter and wish to notify the company of your entitlement and intention to take Shared Parental Leave (SPL).</p> <p>The date you want your maternity/adoption leave and/or pay to end must be at least 8 weeks' after the date you submit this notice.</p> <p>Your partner is not entitled to take SPL until you have submitted this notice of curtailment or you have returned to work.</p>	
Section 1 - Your details:	
Name:	Position:
Service:	Location:
Employee/SAP no:	N.I. no:
Section 2 - maternity/adoption leave details:	
Child's expected week of birth/date of placement for adoption:	
Child's actual date of birth/date of placement for adoption (if known):	
Start date of mother's maternity leave/main adopter's adoption leave:	
End date of mother's maternity leave/main adopter's adoption leave:	
Total amount of maternity leave/adoption leave taken:	
Section 3 - SPL details:	
Total SPL available (whole weeks):	
(52 weeks minus the number of weeks' leave/pay already taken by the mother/main adopter according to the dates given in Section 2).	
Number of whole weeks SPL you intend to take:	
Number of whole weeks SPL the other parent intends to take:	
Indication of start and end dates of SPL that you intend to take: (This indication is non-binding. You must submit a formal period of leave notice for each period of SPL you wish to request for it to be binding).	

SHARED PARENTAL LEAVE
Notice of entitlement and intention to take Shared Parental Leave
(Mother/Main adopter)

Section 4 - Shared Parental Pay details:	
Total shared parental pay available: (whole weeks) (39 weeks minus the number of weeks' pay already taken by the mother/main adopter according to the dates given in Section 2).	
Number of whole weeks' shared parental pay you intend to claim:	
Number of whole weeks' shared parental pay the other parent intends to claim:	
Indication of start and end dates of shared parental pay that you intend to take: (This indication is non-binding. You must submit a formal period of leave notice for each period of shared parental pay you wish to request for it to be binding).	
Section 5 - Your declaration:	
I confirm that:	
<ol style="list-style-type: none"> 1) I am the child's mother/main adopter and have submitted a curtailment of maternity/adoption leave and pay notice, or will have: <ul style="list-style-type: none"> - before my partner takes SPL/shared parental pay; and - at least 8 weeks before the date on which I intend to take SPL/shared parental pay. 2) I have main responsibility for the care of the child which I share with the person detailed in section 6. 3) I will have 26 weeks continuous service at the end of the 15th week before the expected week of childbirth (EWC)/the week of being notified of having been matched for adoption with the child. 4) I intend to be in continuous employment until the week before any SPL/shared parental pay is taken. 5) My normal weekly earnings in the eight week period ending with the 15th week before the EWC/the week of being notified of having been matched for adoption with the child will not be less than the lower earnings limit (this is only required if claiming shared parental pay). 6) I will be absent from work on SPL during any period that I am in receipt of shared parental pay and intend to care for the child during this time (this only applies if you are claiming shared parental pay). 7) I will inform you immediately if I cease to care for the child or to otherwise satisfy the conditions for entitlement to SPL /shared parental pay. 8) I will inform you if the person named in section 6 informs me that he/she no longer satisfies the conditions to entitle me to take SPL/ shared parental pay. 9) I understand that the occupational (enhanced) element of shared parental pay is paid by Glasgow Life on the basis that I physically return to work for at least three months following SPL and that I will be required to refund the appropriate amount paid if I do not return (this is only required if claiming shared parental pay). 	

SHARED PARENTAL LEAVE
Notice of entitlement and intention to take Shared Parental Leave
(Mother/Main adopter)

10) The information given in this form is accurate and I have complied, and will continue to comply, with the relevant notification requirements.

11) I consent to you processing the information contained in this declaration for the purposes of the administering of SPL/shared parental pay.

Signature: _____

Date: ____/____/____

Section 6 - Your partner's/other parent's declaration:

Name:	N.I no:
Job title:	
Home address:	Name and address of employer:

I confirm that:

- 1) I am the father of the child and/or the partner of your employee.
- 2) I share the main responsibility for the care of the child with your employee.
- 3) I have worked in an employed or self employed capacity in at least 26 of the 66 weeks immediately before the EWC/or the week in which your employee was notified of having been matched with the child for adoption.
- 4) My average weekly earnings are at least £30, taking the 13 highest earning weeks in the 66 weeks immediately before the expected week of childbirth (EWC)/ the week in which your employee was notified of having been matched with the child for adoption (this is only required if claiming shared parental pay).
- 5) I consent to the information contained in this declaration being used for the purposes of administering SPL/shared parental pay and will immediately inform them if I cease to satisfy any of the conditions in the declaration.
- 6) The information given in this form is accurate and I understand that you can contact my employer to clarify any of the information provided.

Signature: _____

Date: ____/____/____

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