

SHARED PARENTAL LEAVE



SPL3

Notice to take a period of Shared Parental Leave

Guidance:
You should use this form to notify us that you intend on taking a period of Shared Parental Leave (SPL). You need to give at least 8 weeks' notice before the start of a period of leave, stating the dates of leave and the dates on which Shared Parental Pay will be claimed, if applicable.
You must have already submitted the Notice of intention and entitlement to take SPL form before submitting this form.
You are entitled to submit a maximum of three leave notifications which includes notices to vary and cancel SPL (please see the notice of intention to vary or cancel Shared Parental Leave/Pay form for more information).

Section 1 - Your details:	
Name:	Employee/SAP no:

Section 2 - Shared Parental Leave Period:		
Please specify below the start and end dates of any periods of shared parental leave you wish to take.		
Start date	End date	Number of weeks

Section 3 - Shared Parental Pay Period:		
Please specify below the start and end dates of any periods of share parental pay you wish to take.		
Start date	End date	Number of weeks

I am providing you with 8 weeks notice of my intention to take a period of Shared Parental Leave and/or Pay as detailed above.

I understand that the dates given above are binding, and if I wish to change the period of leave, I will have to submit a separate notification using the [notice to cancel or vary a period of shared parental leave form](#).

Signature: _____ Date: ____/____/____

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