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| --- | --- |
| **Name of employee:** |  |
| **Job title:** |  |
| **Employee Number:** |  |
| I wish to bring my [ordinary/additional] maternity/adoption leave [and statutory maternity/adoption pay] to an end to be able to take shared parental leave. I have also completed a [form providing a notice of entitlement and intention to take shared parental leave/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that s/he intends to take]. | |
| **I wish to end my [ordinary/additional] maternity/adoption leave on:** |  |
| **I wish my statutory maternity/adoption pay period (if applicable) to end on:** |  |
| **Signed:** |  |
| **Dated:** |  |
| **Notes**  You should complete and submit this form alongside the Authority’s form for the mother/adopter to provide a notice of entitlement and intention to take shared parental leave or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that s/e intends to take.  Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity/adoption leave curtailment notice only in limited circumstances.  The date on which you end your maternity/adoption leave must be at least:   * eight weeks after the date on which you provide this notice to the Authority; * two weeks after you give birth; and * one week before what would have been the end of your additional maternity/adoption leave. | |