|  |  |  |
| --- | --- | --- |
| **Name of employee:** |  | |
| **Job title:** |  | |
| **Employee Number:** |  | |
| I wish to provide the Authority with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother/adopter. | | |
| **Section A: information to be provided by employee** | | |
| **The mother's/adopter’s name is:** |  | |
| **The mother's/adopter’s maternity/adoption leave [started/is expected to start] on:** |  | |
| **The mother's/adopter’s maternity/adoption leave [ended/is expected to end] on:** |  | |
| **The mother/adopter [received/is expected to receive] the following periods of [statutory maternity pay/maternity allowance]/statutory adoption pay]:** |  | |
| **My [child's expected week of birth is/child was born on/matching certificate date/placement date]:** |  | |
| **The total amount of shared parental leave the mother/adopter and I have available is:** |  | |
| **I intend to take the following number of weeks' shared parental leave:** |  | |
| **The mother/adopter intends to take the following number of weeks' shared parental leave:** |  | |
| **I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):** |  | |
| **The total amount of shared parental pay (if applicable) the mother/adopter and I have available is:** |  | |
| **I intend to take the following number of weeks' shared parental pay (if applicable):** |  | |
| **The mother/adopter intends to take the following number of weeks' shared parental pay (if applicable):** |  | |
| **I intend to take shared parental pay on the following dates (if applicable):** |  | |
| **Section B: declaration to be completed by employee** | | |
| **I declare that I [satisfy/will satisfy] the following eligibility requirements to take shared parental leave:** | | |
| I [have/will have] 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth/matching certificate date and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the Authority | |  |
| At the date of the child's birth/placement, I [have/will have] the main responsibility, apart from the mother/adopter, for the care of the child | |  |
| I will comply with the Authority’s shared parental leave notice and evidence requirements | |  |
| **The information that I have provided is accurate** | |  |
| **I am the father of the child, or am married to, the civil partner of, or the partner of, the mother** | |  |
| **I will immediately inform the Authority if I cease to care for the child or if the child's mother/adopter informs me that s/he has revoked the curtailment of her maternity/adoption leave or pay period** | |  |
| **Section C: declaration to be completed by the mother/adopter** | | |
| **My name is:** |  | |
| **My address is:** |  | |
| **[My national insurance number is/I do not have a national insurance number]:** |  | |
| **I [satisfy/will satisfy] the following eligibility requirements to enable my partner to take shared parental leave:** | | |
| I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/matching certificate date | |  |
| I have average weekly earnings of at least £30 for any 13 of those 66 weeks | |  |
| At the date of the child's birth, I [have/will have] the main responsibility, apart from my partner, for the care of the child | |  |
| I am entitled to statutory maternity leave, statutory maternity pay, maternity allowance or statutory adoption pay in respect of the child | |  |
| I have [curtailed my maternity/adoption leave/returned to work before the end of my statutory maternity/adoption leave period] | |  |
| **I consent to the amount of shared parental leave that my partner intends to take** | |  |
| **I will immediately inform my partner if I no longer meet the requirements to curtail my maternity/adoption leave (and pay, if applicable)** | |  |
| **I consent to your Authority processing the information provided in this form** | |  |
| **Section D: signatures** | | |
| **Signed (partner):** |  | |
| **Dated (partner):** |  | |
| **Signed (mother/adopter):** |  | |
| **Dated (mother/adopter):** |  | |
| **Notes**  The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.  This notice is to allow the Authority to check that you are entitled to shared parental leave and to provide the Authority with an initial indication of the shared parental leave pattern that you wish to take. The notice is not binding and you must give the Authority a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving the Authority a variation notice. | | |