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| --- | --- |
| **Name of employee:** |   |
| **Job title:** |   |
| **Employee number:** |  |
| I previously provided the Authority with an initial indication, in my notice of entitlement and intention dated [ ], of my proposed shared parental leave dates. I now wish to amend my proposed shared parental leave dates. My partner and I agree to this change. |
| **I now intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you now intend to take):** |   |
| **I have already notified the Authority in any period of leave notice or a variation of period of leave notice (if applicable) that I will be taking the following periods of shared parental leave:** |   |
| **My partner has already notified his/her employer in any period of leave notice or a variation of period of leave notice (if applicable) that s/he will be taking the following periods of shared parental leave:** |   |
| **I have already notified the Authority of the following periods of statutory shared parental pay (if applicable):** |   |
| **My partner has already notified his/her employer of the following periods of statutory shared parental pay (if applicable):** |   |
| **Signed (mother/adopter):** |   |
| **Dated (mother/adopter):** |   |
| **Signed (partner):** |   |
| **Dated (partner):** |   |
| **Notes**This variation of notice of entitlement and intention is not binding. You must still provide a period of leave notice in relation to the period of leave that you are seeking to change. There is no limit on the number of variations of notice of entitlement and intention that you can make, although you can give a maximum of three period of leave notices. |