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| **Name of employee:** |  | |
| **Job title:** |  | |
| **Employee number:** |  | |
| I previously provided the Authority with notice of my proposed shared parental leave in a period of leave notice dated [ ]. I now wish to amend my shared parental leave request. | | |
| **I had already notified the Authority in my period of leave notice or a variation of period of leave notice (if applicable) that I would be taking the following periods of shared parental leave:** | |  |
| **I now intend to take shared parental leave on the following dates instead (please include the start and end dates for each period of leave that you now intend to take):** | |  |
| **I have already notified the Authority of the following periods of statutory shared parental pay (if applicable):** | |  |
| **Signed:** | |  |
| **Dated:** | |  |
| **Notes**  This notice is to amend a period of shared parental leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form.  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.  The Authority recognises that employees' plans can change. However, it is recommended that you and your partner think carefully about your shared parental leave before submitting this form, as opportunities to amend your requests for shared parental leave are limited. Apart from exceptional circumstances, you can submit a period of leave notice or a notice that you have changed your mind about shared parental leave dates on a combined total of just three occasions.  You and your partner must take any shared parental leave within 52 weeks of the birth/placement of your child. | | |