

Notice of Entitlement and Intention to Take Shared Parental Leave (Mother)

Shared Parental Leave (Mother)

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Dear <<name of person to whom notice is sent>>

(e.g. HR Manager)>>

I am writing to let you know that I am entitled to Shared Parental Leave (SPL) and that my partner and/or I intend to take Shared Parental Leave.

of Shared Parental Leave

I set out below the declarations that I am making in relation to my entitlement to SPL.

you to confirm my entitlement

Name of employee:

My partner's name:

My maternity leave started/is expected to start on:

My maternity leave ended/ is expected to end on:

My child's expected week of childbirth (EWC) is:

OR

the date my child was born on is

The total amount of SPL available to my partner and me is (state number of weeks):

I intend to take the following number of weeks' SPL:

My partner intends to take the following number of weeks' SPL:

I intend to take the following periods of SPL (please state the start and end date of each period of SPL you intend to take):

The total amount of shared parental leave available to my partner and me (if applicable):

I intend to take the following number of weeks' shared parental pay (if applicable):

My partner intends to take the following number of weeks' shared parental pay (if applicable):

I intend to take shared parental following dates (if applicable):

Note to employee

Please note that the start date of the first week is eight weeks after you have provided the first week.

This notice is to allow the Company to provide you with an initial indication of whether you are eligible for SPL unless you tell the Company that you do not wish to complete a request for leave you wish to take.

u wish to take must be at least
taken in blocks of at least one

ed to SPL and to give the
SPL. It is not a formal request for
a formal request. Otherwise you
least 8 weeks before each period of

I confirm that I satisfy the following conditions for the date I take leave:

PL or will have satisfied them at

- I have/will have been employed and I will remain in the employment
- I have the main responsibility for the business
- I am entitled to statutory maternity leave or have returned to work
- I have complied with the relevant evidence requested

week before my child's EWC
 re my first period of SPL;
 th the child's father/my partner;
 tailed my period of maternity
 ternity leave;
 nts and provided any additional

I further confirm that:

- The information given in this notice
- I will inform you immediately if

ild.

I enclose a declaration from my partner to give.

r information he/ she is required

Yours sincerely

Signed

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Parental Leave (Mother)