

Father's (or partner's) declaration of entitlement and intention to take Shared Parental Leave

Mother's notice of entitlement to Shared Parental Leave

Declaration in relation to Shared Parental Leave (SPL)

Dear <<name of person to whom this declaration is made>> (e.g. HR Manager)>

I am writing to confirm that:

- I am <<insert name of child>> (or partner of <<insert name of child>>)
- Together with <<insert name of partner>> we have the main responsibility for the care of <<insert name of child>>
- I satisfy the employment requirements to be eligible to take SPL as an employee>> to take SPL
- I consent to <<insert name of partner>> to take SPL in accordance with her SPL Notice of Entitlement
- I consent to your processing of my personal data for the purposes of <<insert name of employer>>

<<insert name of child>> (or partner of <<insert name of child>>)

<<insert name of partner>> we have the main responsibility for

<<insert name of child>> (or partner of <<insert name of child>>)

<<insert name of partner>> we have the main responsibility for

<<insert name of child>> (or partner of <<insert name of child>>)

The further information I am required to provide is set out below:

My name is:

My address is:

My National Insurance number is: (if I do not have a National Insurance number, please state this)

Yours sincerely

Signed