

**Notice of Entitlement and Intention to Take Shared Parental Leave (Father/Partner)**

**Shared Parental Leave**

Notice to my partner

partner

Dear <<name of person to whom I am writing>>

e.g. HR Manager>>

I am writing to let you know that I am entitled to Shared Parental Leave (SPL) and that my partner (the mother) is also entitled to take SPL.

I am writing to let you know that I am entitled to Shared Parental Leave (SPL) and that my partner (the mother) is also entitled to take SPL.

I set out below the declarations and information that I intend to provide to you to confirm my entitlement to SPL.

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Name of employee:	
The mother's name:	
The mother's maternity leave started on: (state date)	
The mother's maternity leave is expected to start on:	
The mother's maternity leave ended on: (state date)	
The mother's maternity leave is expected to end on:	
My child's expected week of childbirth (EWC) is:	
<u>OR</u>	
the date my child was born on is:	
The total amount of SPL available to the mother and me is (state number of weeks):	
I intend to take the following number of weeks' SPL:	
The mother 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 the mother and me (if applicable):	
I intend to take the following number of weeks' shared parental pay (if applicable):	
The mother intends to take the following number of weeks' shared parental pay (if applicable):	

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I intend to take shared parental pay on the following dates (if applicable):	
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Note to employee

Please note that the start date of the first period of SPL that you wish to take must be at least eight weeks after you have provided this notice. SPL must be taken in blocks of at least one week.

This notice is to allow the Company to check that you are entitled to SPL and to give the Company an initial indication of when you may want to take SPL. It is not a formal request for SPL unless you tell the Company that you want us to treat it as a formal request. Otherwise you will need to complete a request for Shared Parental Leave at least 8 weeks before each period of leave you wish to take.

I confirm that I satisfy the following eligibility criteria for SPL or will have satisfied them at the date I take leave:

- I have/will have been employed for 26 weeks at the 15th week before my child's EWC and I will remain in the employment until the week before my first period of SPL;
- I have the main responsibility for the care of my child with the child's mother;
- I have complied with the relevant notification requirements and provided any additional evidence requested

I further confirm that:

- The information given in this notice is accurate; and
- I will inform you immediately if I cease to care for my child or if the child's mother informs me that she has revoked the curtailment of her maternity leave or pay period.

I enclose a declaration from the mother of my child providing the further information she is required to give.

Yours sincerely

Signed	Date
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