

Mother's declaration to accompany partner's notice of entitlement and intention to take Shared Parental Leave (SPL)

Declaration in relation to Shared Parental Leave (SPL)

Dear <<name of person to whom you are writing>> (e.g. HR Manager)>>

I am writing to confirm that:

- Together with <<name of partner>>, I have the main responsibility for the care of <<insert name of child>>;
- I satisfy the employment requirements to allow <<insert name of employee>> to take SPL (see further details);
- I am entitled to statutory maternity pay or statutory maternity allowance in respect of <<insert name of child>> and I have either returned to work or curtailed my maternity leave or maternity allowance period;
- I will immediately advise <<insert name of partner>> if I decide to revoke my declaration of entitlement to statutory maternity allowance period;
- I consent to <<insert name of partner>> taking the amount of leave set out in his or her notice of entitlement and intention;
- I consent to your processing of my personal data for the purposes of <<insert name of partner>>'s application for SPL.

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

My name is:

My address is:

My National Insurance number is OR I do not have a National Insurance number:

Yours sincerely

Signed