

Notice To Take or Vary a Period of Shared Parental Leave

Please complete and return this form to your manager if you wish to request a period of Shared Parental Leave / Shared Parental Pay, or to vary a previously approved period.

You must have previously submitted the Notice of Entitlement and Intention to Take Shared Parental Leave, and have had your entitlement to shared parental leave confirmed. You must give **at least eight weeks'** notice of the start date of the leave.

Please refer to The Company's Shared Parental Leave policy for details on eligibility and further information before completing this form.

Both parents should sign the declaration at the end of the document.

Name of employee	
Name of other parent	

Request to Take Shared Parental Leave

Start Date	End Date	Number of Weeks Leave

Request for Shared Parental Pay (if applicable)

Start Date	End Date	Number of Weeks Pay

Request to Vary or Cancel Previously Requested Parental Leave

Original shared parental leave dates to be varied or cancelled

Start Date	End Date	Number of Weeks

New Shared Parental Leave Dates

Start Date	End Date	Number of Weeks

New Shared Parental Pay (ShPP) Details (if applicable)

Number of weeks' ShPP you have claimed/intend to claim	
Number of weeks' ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of your ShPP periods	

Declaration

We confirm that we agree to the request /variation(s) detailed above.

Employee's Signature: _____	Date: _____
Other Parent's Signature: _____	Date: _____