

Maternity/Adoption Leave Curtailment Notice

Please complete and return this form to your manager.

Use this form if you do not qualify for Shared Parental Leave, but are on maternity/adoption leave and/or in receipt of statutory maternity/adoption pay. This notice is to inform *The Company* that you wish your maternity/adoption leave and pay (or just your maternity/adoption pay if you are no longer in employment) to end in order that the person who shares main responsibility to care for the child can take shared parental leave. Your partner/the other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least eight weeks' notice of your curtailment date. If you are entitled to maternity leave the curtailment date must be at least two weeks after the birth of your child (four weeks if you work in a factory).

If you are in receipt of maternity allowance you must also submit a curtailment notice to Jobcentre Plus.

Please note that if you are eligible to take Shared Parental Leave this form should not be completed. Instead you should complete the Notice of Entitlement and Intention to take Shared Parental Leave form.

I wish my maternity/adoption leave/pay to end on _____ (insert date).

Name	
Signature	
Date	