

SHARED PARENTAL LEAVE

Notice to curtail maternity/adoption leave

SPL1

Guidance

You should use this form if you:

- are the child’s mother or main adopter; and
- wish to end your maternity/adoption leave early so that you and your partner can take Shared Parental Leave (SPL) and shared parental pay if applicable.

The date you want your maternity/adoption leave to end must be:

- at least 8 weeks’ after the date you submit this form to your Service;
- after the end of your two week compulsory maternity/adoption leave period; and
- at least one week before your maternity/adoption leave would otherwise have ended.

Your partner is not entitled to take SPL or shared parental pay until you have submitted this notice of curtailment or have returned to work.

Section 1 - Your details:

Name:	Position:
Service:	Place of Work:
Employee/SAP no:	N.I. no:
Home Address:	

Section 2 - Confirmation of maternity/adoption leave and pay end date:

I am writing to confirm that I wish my maternity/adoption leave (and pay*) to end on ____/____/____.

I understand that my maternity/adoption leave (and pay*) will end on this date and that normally it will not be possible for me to revoke this notice once it is given.

Select **one** of the following options (✓):

- a) I enclose with this form, a notice of entitlement and intention to take SPL (and shared parental pay)

OR

- b) I confirm that my partner has given his/her employer a notice of entitlement and intention to take SPL, (and shared parental pay) and that I have consented to the amount of SPL (and shared parental pay) that my partner is intending to take.

Signature: _____ Date: ____/____/____

Completed form should be sent via manager to Customer Business Services (CBS): servicehr@glasgow.gov.uk