

NOTICE OF ENTITLEMENT AND INTENTION FOR A PARTNER

The start date of the first period of shared parental leave that you wish to take must be at least eight weeks after you have provided this notice. Shared parental leave must be taken in blocks of at least one week.

This notice is to allow UEL to check that you are entitled to shared parental leave and to provide us with an initial indication of the shared parental leave pattern that you wish to take.

The notice is not binding and you must give your manager a period of leave notice at least eight weeks before the first period of shared parental leave in that notice that you wish to take. Any periods of shared parental leave that you indicate in this notice can be changed at a later date by giving us a variation notice.

Shared parental leave: notice of entitlement and intention (partner)			
Employee name:		Job title:	
I wish to provide the organisation with an initial indication of my proposed shared parental leave, as well as the required declarations from myself and the mother.			
Section A: information to be provided by employee			
The mother's name is:		The child's expected date of birth is/was:	
Maternity leave starts:		Maternity leave ends:	
The mother received/is expected to receive the following periods of statutory maternity pay/maternity allowance:			
The total amount of shared parental leave the mother and I have available is:			
I intend to take the following number of weeks' shared parental leave:			
The mother intends to take the following number of weeks' shared parental leave:			
I intend to take shared parental leave on the following dates (please include the start and end dates for each period of leave that you intend to take):			
The total amount of shared parental pay (if applicable) the mother and I have available is:			
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):			
I intend to take shared parental pay on the following dates (if applicable):			
Section B: declaration to be completed by employee			
I declare that I satisfy or will satisfy] the following eligibility requirements to take shared parental leave:			
I have or will have 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and, by the week before any period of shared parental leave that I take, I will have remained in continuous employment with the organisation			
At the date of the child's birth, I have or will have the main responsibility, apart from the mother, for the care of the child			
I will comply with the organisation's shared parental leave notice and evidence requirements			
The information that I have provided is accurate			

I am the father of the child, or am married to, the civil partner of, or the partner of, the mother	
I will immediately inform the organisation if I cease to care for the child or if the child's mother informs me that she has revoked the curtailment of her maternity leave or pay period	
Section C: declaration to be completed by the mother	
My name is:	NI number:
My address is:	
I satisfy or will satisfy the following eligibility requirements to enable my partner to take shared parental leave:	
I have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth	
I have average weekly earnings of at least £30 for any 13 of those 66 weeks	
At the date of the child's birth, I [have/will have] the main responsibility, apart from my partner, for the care of the child	
I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child	
I have curtailed my maternity leave/returned to work before the end of my statutory maternity leave period	
I consent to the amount of shared parental leave that my partner intends to take	
I will immediately inform my partner if I no longer meet the requirements to curtail my maternity leave (and pay, if applicable)	
I consent to your organisation processing the information provided in this form	
Section D: signatures	
Signed (partner):	Dated (partner):
Signed (mother):	Dated (mother):