


SHARED PARENTAL LEAVE - MOTHER OR PRIMARY ADOPTER CURTAILMENT NOTICE

In order for parents to participate in the shared parental leave (SPL) scheme, the mother or primary adopter must either return to work or issue a curtailment notice to end their maternity or adoption leave entitlement or their statutory maternity/adoption pay or Maternity Allowance period.

You can use this form to inform the Company of your intention to curtail your statutory maternity leave and/or pay or your statutory adoption leave and/or pay. If you are in receipt of maternity allowance you must also submit a curtailment notice to DWP, giving eight weeks' notice of the end date.

Once you have completed the form, you should forward it to your Manager **not less than eight weeks before the date on which you intend your leave or pay entitlement to end**. You should also keep a copy of this form for your own records.

Please note that at the same time as providing this notice to the Company, you must provide a Notice of Entitlement and Intention to take SPL or a declaration that your partner has served such notice on their employer. If you intend to take SPL, a period of leave notice must also be served at least 8 weeks before the date on which you intend your leave to commence.

Name of employee intending to curtail their leave entitlement:	
Type of leave which I intend to curtail (please tick):	<input type="checkbox"/> Statutory Maternity Leave <input type="checkbox"/> Statutory Maternity Pay <input type="checkbox"/> Maternity Allowance <input type="checkbox"/> Statutory Adoption Leave <input type="checkbox"/> Statutory Adoption Pay
The start date of my leave/pay entitlement was:	
The end date of my leave/pay entitlement was expected to be:	
I wish my maternity/adoption leave/pay to end on: NB: This date must be after the two week compulsory maternity leave period or two weeks (four weeks for factory workers) or a date at least two weeks after the adoption leave/pay period has commenced.	

I confirm that at the same time as submitting this curtailment notice I am also submitting:

- A Notice of Entitlement and Intention to take SPL;

OR

- A declaration that my partner/the other parent of the child is submitting a Notice of Entitlement and Intention to take SPL to their employer.

(Please delete as applicable)

I confirm the above information to be correct.

Signed by mother/primary adopter:

Date:

