|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | | |
| Relationship to Child (please tick) | Parent A | Adopter | |
| Parent B | Adopter’s Partner | |
| I confirm that I have previously completed an Opt In Form (Form 1) | | | □ |

|  |  |  |
| --- | --- | --- |
| **Period of Leave Notice (1)**  Please complete a separate notice for each period of leave | | |
| I wish to take Shared Parental Leave on the following dates: | (insert dates) | |
| I want to take this as: | continuous leave | □ |
| discontinuous leave | □ |
| Please provide details of the proposed arrangement if you have requested discontinuous leave: | (insert details) | |
|  | | |
| **Period of Leave Notice (2)**  Please complete a separate notice for each period of leave | | |
| I wish to take Shared Parental Leave on the following dates: | (insert dates) | |
| I want to take this as: | continuous leave | □ |
| discontinuous leave | □ |
| Please provide details of the proposed arrangement if you have requested discontinuous leave: | (insert details) | |
|  | | |
| **Period of Leave Notice (3)**  Please complete a separate notice for each period of leave | | |
| I wish to take Shared Parental Leave on the following dates: | (insert dates) | |
| I want to take this as: | continuous leave | □ |
| discontinuous leave | □ |
| Please provide details of the proposed arrangement if you have requested discontinuous leave: | (insert details) | |
|  | | |
| Signed by: ………………………………………………..  Name (capitals): ……………………………………….  Date: ……………………………………………………….. | | |

**PERIOD OF LEAVE NOTICE FOR SHARED PARENTAL LEAVE**

**GUIDANCE DOCUMENT**

Please read the contents of this guidance document carefully before completing the Form.

Employees who wish to take Shared Parental Leave are required to “opt in” to the scheme; the default position is that maternity/paternity/adoption leave will be taken by qualifying employees.

To take Shared Parental Leave, you must provide us with two forms, both of which must be received at least 8 weeks’ prior to the first period of leave that you wish to take.

This is the second form that you must complete and submit to let us know when you want to take leave. It is legally called a “period of leave” notice. You may submit this at the same time as you submit form 1, or you may do so separately, so long as it is submitted to us at least 8 weeks before the date you wish to start your first period of leave.

If you submit each form separately, you must have previously submitted form 1, which gives us notice that you wish to “opt in” to the scheme.

Eligible employees are entitled to submit up to three period of leave notices. You may do this individually, giving at least 8 weeks’ notice on each occasion, or by completing all three sections of this form for each desired period of leave, thus submitting all three notices together.

Each period of leave requested may be either continuous (i.e. you would be absent from the work place from the start date to the end date inclusive) or discontinuous (i.e. you would be present at work in some pattern agreeable to both you and us between the start date and end date, but absent from the workplace for the rest of this period).

You are entitled to take any continuous period of leave requested, but we have the right to refuse a request for discontinuous leave if we so wish. If we refuse this, you have the option to either take the entire period as continuous leave or to withdraw the period of leave notice. If you choose the latter, it does not count towards your maximum of three period of leave notices.

**Examples:**

Employee A requests a continuous period of leave from 1 June to 31 July inclusive. He is entitled to take this leave.

Employee B requests a discontinuous period of leave from 1 June to 31 July, working every other week throughout this period. We decide that this is acceptable to us and grant this request.

Employee C requests a discontinuous period of leave from 1 June to 31 July, working alternate Tuesdays and Thursdays, only, one day per week. We do not feel that this is acceptable to us and we refuse this request. Employee C then decides to take the entire period as continuous leave and is therefore absent in the same way as Employee A.

Employee D requests a discontinuous period of leave from 1 July to 31 July, working every other Wednesday. We do not feel that this is acceptable to us and we refuse this request. Employee D then decides to withdraw the period of leave notice and does not take any leave during this period.