# Shared parental leave (ShPL)

## Maternity leave curtailment notice

1. This form must be completed by the mother to bring her Maternity Leave Period to an end in order to opt into Shared Parental Leave
2. You are only able to curtail your Maternity Leave and opt into Shared Parental Leave (ShPL) after you have provided your MatB1 and ML1 forms and received your confirmation of Maternity Entitlement
3. You should complete and submit this form along with the Mother's Notice of Entitlement and Intention to Take Shared Parental Leave form (if your partner works for another organisation) or the Joint Notice of Entitlement and Intention to Take Shared Parental Leave (if both you and your partner work for the University)
4. You must state the date on which you propose your Maternity Leave to end, unless you have already returned to work from Maternity Leave

That date must be:

* after the compulsory Maternity Leave Period which is 2 weeks after the birth
* at least 8 weeks after the date on which you provide this Maternity Leave Curtailment Notice
* at least 1 week before what would be the end of the additional Maternity Leave Period (which is 52 weeks after the birth)

## Your details

|  |  |
| --- | --- |
| **Full name** |   |
| **Job title** |   |
| **Department** |   |

I wish to bring my maternity leave to an end to opt into shared parental leave. I wish to end my maternity leave on\*:

|  |
| --- |
|   |

### Additional information is required where you or your partner wish to receive shared parental pay

|  |  |
| --- | --- |
| **I wish my Occupational Maternity Pay Period (if applicable) to end on:\*** |   |
| **I wish my Statutory Maternity Pay Period (if applicable) to end on:\*** |   |

\*Where this is submitted before the child's birth, express this as the date on which the child is expected to be born plus a number of weeks (where a week is 7 days) following that date.

Once submitted, this form can only be withdrawn in limited circumstances. These are detailed in the Shared Parental Leave guidance.

## What to do next

* Submit this form along with a Mother's Notice of Entitlement and an:
Intention to Take Shared Parental Leave form (if your partner works for another organisation) **or** the Joint Notice of Entitlement and Intention to Take Shared Parental Leave (if both you and your partner work for the University)