# Shared parental leave (ShPL)

## Variation notice of entitlement and intention to take ShPL

This form must be completed by the employee - whether the mother or the partner - to change dates previously given for Shared Parental Leave (ShPL) in a Notice of Entitlement and Intention to Take Shared Parental Leave form.

* The start date of the first period of ShPL you wish to take must be at least 8 weeks after you have provided this Notice
* ShPL must be taken in blocks of at least 1 week
* This Notice is not binding and you must give the University a Period of Leave Notice at least 8 weeks before the first period of ShPL you wish to take
* If you are the mother, you can begin a period of ShPL at any time from 2 weeks after the birth of the child
* If you are the partner, you can begin a period of ShPL at any time from the date of the child's birth (although you may be entitled to take up to 2 weeks’ Paternity Leave following the birth of the child, which you may lose if is ShPL is taken first)
* Both the mother and her partner must take any ShPL within 52 weeks of the birth

## Your details

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

I previously provided the University with an initial indication, in my Notice of Entitlement and Intention to Take Shared Parental Leave form dated [date] of my proposed ShPL dates. I now wish to change my proposed ShPL dates and my partner and I agree to this change.

|  |  |  |  |
| --- | --- | --- | --- |
|  | True |  | False |

I now intend to take ShPL on the following dates (please include the start and end dates for each period of leave that you now intend to take):

|  |
| --- |
|  |

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed (Mother)** |  | **Date** |  |
| **Signed (Partner)** |  | **Date** |  |

## What to do next

* You should complete and submit this form to HR Services, [hr-enquiries@york.ac.uk](mailto:hr-enquiries@york.ac.uk)

Any periods of ShPL that you indicate in this Notice may be changed at a later date by giving the University a further Variation Notice of Entitlement and Intention to Take Shared Parental Leave.