Period of leave notice

This form is used to submit a formal notice to us to book a period of shared parental leave (SPL) by giving us **at least eight weeks’** notice of the start date of the leave.

Further information about booking leave:

* you may submit a maximum of three period of leave notices
* you must have already had your eligibility to take SPL confirmed by us by submitting a notice of entitlement and intention to take leave form
* a request on this form for one single continuous period of SPL will be authorised and you will receive confirmation of this in writing
* a request on this form for more than one discontinuous periods of SPL will require agreement from us and therefore we may ask to meet with you to discuss the arrangement. Please be aware that we may not be able to agree a discontinuous pattern requested on this form.

**Shared parental leave dates**

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| --- | --- | --- |
| **Start date of leave**  **period** | **End date of leave period** | **Will this period attract SHPP?** |
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| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

Please return this form to the HR /admin department.