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| SPL Form 1: Maternity/Adoption Leave  Curtailment Notice form | | |
| **Guidance** | | |
| You should complete this form if you want to curtail your maternity/adoption leave (and pay) to allow you/your partner to take Shared Parental Leave (SPL).  If you plan to take Shared Parental Leave you should also submit Form 2A: Mother/Lead Adopter Notice of Entitlement for Shared Parental Leave with this form.  Please read the [Shared Parental Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information about SPL and the terms used. | | |
| **Section 1: Personal Details (Mother/Lead Adopter)** | | |
| Name: |  | |
| Employee Number: |  | |
| Department/School: |  | |
| Manager Name: |  | |
| Manager Email: |  | |
| **Section 2: Maternity/ Adoption Leave Details** | | |
| Date I wish to curtail/end my Maternity/ Adoption leave and pay (dd/mm/yyyy): | | |
| **Section 3: Declaration and Signature** | | |
| I declare that:   * The information in this request is accurate * The end date is at least 2 weeks after my child was born/placed with me for adoption * I am giving HR at least 8 weeks’ notice before my partner or I take SPL | | |
| Signature: | | Date (dd/mm/yyyy): |
| On completion send to your College/Department HR, who will acknowledge receipt and notify your manager:  CAHSS: [HR.CAHSS@ed.ac.uk](mailto:HR.CAHSS@ed.ac.uk) CSE: [HR.scieng@ed.ac.uk](mailto:HR.scieng@ed.ac.uk) MVM: [MVM.HRAdmin@ed.ac.uk](mailto:MVM.HRAdmin@ed.ac.uk)  ISG: [HR.InfoServices@ed.ac.uk](mailto:HR.InfoServices@ed.ac.uk) USG & CSG: [HR.SGS@ed.ac.uk](mailto:HR.SGS@ed.ac.uk)  ACE: [ace.hr@ed.ac.uk](mailto:ace.hr@ed.ac.uk) | | |

