|  |
| --- |
| SPL Form 1: Maternity/Adoption LeaveCurtailment 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 CSE: HR.scieng@ed.ac.uk MVM: MVM.HRAdmin@ed.ac.ukISG: HR.InfoServices@ed.ac.uk USG & CSG: HR.SGS@ed.ac.uk  ACE: ace.hr@ed.ac.uk |

