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| SPL Form 2A: Mother/Lead Adopter Shared Parental Leave Notice of Entitlement Form  |
| **Guidance** |
| If you are a mother/lead adopter, you should complete this form to confirm your entitlement to SPL and to give a non-binding indication of how much leave and pay you wish to take and when. If only the father/partner will be taking SPL, do not complete 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.You must submit the form at least 8 weeks before the first intended period of SPL. If you cannot give 8 weeks’ notice, for example, because your baby was born prematurely, please contact your College/Professional Services Group HR before submitting this form.  |
| **Section 1: Personal Details (Mother/Lead Adopter)**  |
| Name:  |       |
| Employee Number:  |       |
| **Section 2: Father/Partner Details** |
| Name:       | NI Number:       |
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| Address line 1: |       |
| Address line 2: |       |
| Address line 3: |       |
| Post code:  |       |

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| Employed by University of Edinburgh: Y [ ]  N [ ]  If Yes, Department/ School:       |
| **Section 3: Maternity/Adoption Leave and Pay Details** |
| * 1. Enter the child's **expected** or **actual** date of birth/placement for adoption (dd/mm/yyyy):
 |       |
| * 1. Start date of maternity/adoption leave (dd/mm/yyyy):
 |       |
| * 1. Planned end date of maternity/adoption leave (dd/mm/yyyy):
 |       |
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|  | **Leave** | **Statutory pay** |
| 1. Total shared entitlement (weeks):
 | *52* | *39* |
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| 1. Number of weeks maternity/adoption leave and statutory pay taken/ to be taken:
 |    |    |
| 1. Remaining available for SPL:
 | 52 | 39 |
| 1. Total number of weeks of SPL I intend to take:
 |    |    |

* 1. Please complete the fields in parts **b** & **d** below:
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| **Section 4: Non-binding intention to take Shared Parental Leave** |
| I intend to take SPL on the following dates\*\*: Add the start and end date of each period of leave plus the number of weeks to be taken in each period.

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| **Start Date (dd/mm/yyyy)** | **End Date (dd/mm/yyyy)** | **Total number of weeks’ SPL** |
|       |       |       |
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**Remember\*\*:** * SPL must be taken in whole weeks, but can start and end on any day of the week. Start and end dates must cover full weeks, i.e. blocks of 7 calendar days.
* SPL must be taken before the first anniversary of your child’s birth/placement.
* The total number of weeks cannot exceed the number available (as detailed in Section 3).

You can book your time off at the same time as submitting this notice of eligibility to take SPL. To do so, please complete Booking Notice 3A (continuous leave) or 4A (discontinuous leave). If your plans have yet to be finalised, you can submit your Booking Notice at a later date, provided you give at least 8 weeks’ notice before the first period of SPL. |

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| **Section 5: Declaration and Signature** **of Mother/Lead Adopter**  |
| I declare that:* Apart from my partner, I have/will have the main responsibility for the care of my child;
* I have returned to work/given notice to curtail my maternity/adoption leave and pay;
* I will comply with the University’s SPL notification and evidence requirements;
* My partner meets the required employment and earnings tests;
* I will inform my manager and my College/Professional Services Group HR Team immediately if I or my partner cease to satisfy the conditions for entitlement to SPL or ShPP;
* I understand that the University of Edinburgh may verify and share information with my partner’s employer and/or HMRC for the purposes of administering SPL and statutory ShPP (subject to Data Protection Requirements); and
* The information in this application is accurate.
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| Signature:       | Date (dd/mm/yyyy):      |
| **Section 6: Declaration and Signature of Father/Partner – please print and sign/date** |
| I declare that:* Apart from my partner, I have/will have the main responsibility for the care of my child;
* I meet the statutory ‘employment and earnings tests’ for SPL;
* I understand that the University of Edinburgh may verify and share information with my employer and/or HMRC for the purposes of administering SPL and statutory ShPP (subject to Data Protection Requirements); and
* The information in this application is accurate.
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| Signature:       | Date (dd/mm/yyyy):      |
| **On completion submit this form through People and Money. HR will acknowledge receipt and notify your manager.** |