|  |
| --- |
| SPL Form 5: Varying/CancellingBooked Shared Parental Leave |
| **Guidance** |
| You should complete this form if you wish to vary or cancel a previously submitted Booking Notice for Shared Parental Leave (SPL). It is possible to vary or cancel a booked period of SPL, provided you give at least 8 weeks’ written notice of any new period of leave. 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**  |
| Name:  |       |
| Employee Number:  |       |
| **Section 2: Vary or Cancel Booked Leave** |
| Tick the appropriate box below in order to:

|  |
| --- |
| 1. Cancel
 |
| [ ]  | cancel the previous booking notice submitted on: | (dd/mm/yyyy)       |
|  |  |  |
| 1. Vary
 |
| [ ]  | change the previous booking notice submitted on: | (dd/mm/yyyy)       |

If B was ticked, complete the following table, otherwise continue to Section 3.

|  |  |  |
| --- | --- | --- |
| **FROM****(dd/mm/yyyy)** | **TO****(dd/mm/yyyy)** | **Pay option for new request** |
| Start Date | End Date | Start Date | End Date | Full pay | Half pay | ShPP | Unpaid |
|       |       |       |       | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       |       |       | [ ]  | [ ]  | [ ]  | [ ]  |
|       |       |       |       | [ ]  | [ ]  | [ ]  | [ ]  |

 |
| **Section 3: Signature**  |
| Signature:       | Date (dd/mm/yyyy):       |
| **Section 4: Partner Signature** |
| 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 |