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| SPL Form 1A: Maternity/Adoption Leave  Curtailment Cancellation Form | | |
| **Guidance** | | |
| You should complete this form if you want to cancel the curtailment of your maternity/adoption leave and pay. You must cancel the curtailment before the date previously provided.  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: |  | |
| **Section 2: Declaration and Signature** | | |
| I declare that:   * I have previously served notice to curtail my maternity/adoption leave and pay * I would now like to cancel that curtailment notice * I have not returned to work (other than on agreed ‘keeping in touch’ days) | | |
| 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) | | |

