

NOTICE TO TAKE OR VARY A PERIOD OF SHARED PARENTAL LEAVE

Please ensure you have read the [Shared Parental Leave Policy](#) before completing this form.

You should complete this form if you wish to formally request a period of shared parental leave / pay, or to vary a previously approved period.

You must have previously submitted a **Notice of Entitlement and Intention to take Shared Parental Leave Form** and have had your eligibility for shared parental leave and pay confirmed.

Any request for leave must be submitted to your manager at least **8 weeks** before the start of the first period of shared parental leave.

Name of Employee	
Name of Partner	

Requested Shared Parental Leave / Pay Dates

(Leave must be taken in complete weeks)

Start date	End date	Number of weeks leave	Number of weeks pay (if applicable)

Request to vary previously requested Parental Leave / Pay Dates

Previously approved start date	Previously approved end date	Detail the change you would like to request

Please keep a copy of this form for your own records as you may need to refer to it in the future

Signed
(Employee)

Date: