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| **Shared Parental Leave: Maternity / Adoption Leave Curtailment Notice** |
| **Name of employee:** |   |
| **Employee Number:** |  |
| **Job title:** |   |
| I wish to bring my maternity leave / adoption leave and maternity / adoption pay to an end to be able to take shared parental leave. I have also completed:Form 2 - a notice of entitlement and intention to take shared parental leave - motherorForm 3 –a notice of entitlement and intention to take shared parental leave – partner |
| I wish to end my maternity / adoption leave on: |   |
| I wish my maternity / adoption pay period (if applicable) to end on: |   |
| **Signed:** |   |
| **Dated:** |  |
| **Manager’s Name:** |  |
| **Manager’s Job Title:** |  |
| **Manager’s Signature:** |   |
| **Notes**Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity / adoption leave curtailment notice only in limited circumstances.The date on which you end your maternity / adoption leave must be at least:* eight weeks after the date on which you provide this notice to the Council;
* two weeks after you give birth / placement; and
* one week before what would have been the end of your additional maternity / adoption leave.

**Once the form is completed by both the employee and line manager it should be sent to Serco Payroll.** |