

**PD48a**

**Curtailment of Maternity Leave and Entitlement of Shared Parental Leave**

**Declaration if you are the Mother/Primary Adopter and an employee of the University**

I would like to notify the University that I am

* curtailing my maternity leave and
* entitled to take Shared Parental Leave.

I must give notice of my entitlement at least 8 weeks before the start of the Shared Parental Leave. I will use the booking form PD48c to book leave.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employee | |  | |
| Complete if baby has not been born/ child has not been placed  Expected date of Birth or Expected date of Placement (if adopted) | |  | |
| Complete if the baby has been born/ child has been placed  Actual Date of Birth or Actual Date of Placement (if adopted) | |  | |
| Start Date of Maternity/Adoption Leave or Pay (or Maternity Allowance) | |  | |
| End Date of Maternity/Adoption Leave or Pay (or Maternity Allowance) | |  | |
| Total number of maternity/adoption weeks taken by the end date of maternity/adoption | |  | |
| Total amount of Shared Parental Leave available (in full weeks, e.g. 52 weeks minus the number of weeks in the cell above) | | 52 weeks -\_\_\_\_\_\_\_\_\_\_\_\_\_\_=\_\_\_\_\_\_\_\_\_\_weeks | |
| The amount of Shared Parental Leave **you** intend to take, including dates (non-binding)  Please book dates using form PD48c | | Total weeks:  Dates: | |
| The amount of Shared Parental Leave **your partner** intends to take, including dates (non-binding) | | Total weeks:  Dates: | |
| Shared Parental Pay Scheme  (Please tick which scheme you are opting in to, for more information please check the [pay schemes on the web pages](http://www.exeter.ac.uk/staff/employment/parents/sharedleave/pay/)) | | Statutory ShPP & University ShPP    Statutory ShPP only (in the first 39 weeks after the start of maternity/adoption and lump sum if returns to work for more than 3 months or equivalent)  University ShPP only (where maternity allowance or other benefits paid by DWP)  Statutory ShPP only (no lump sum as taking pay when employee requires) | |
| **Declaration:**  I confirm that the above information is accurate and that;   * I meet or will meet by the start date the eligibility conditions and am entitled to take Shared Parental Leave * I have included the [government eligibility checker](https://www.gov.uk/pay-leave-for-parents) with this form. * I have attached a copy of the MATB1 form/Matching certificate/birth certificate * Should I or my partner cease to care for the child I will immediately inform the University   I understand that curtailment of maternity/adoption leave and pay is legally binding. There are very [few conditions](http://www.exeter.ac.uk/staff/employment/parents/sharedleave/leave/) allowing me to revoke the curtailment. | | | |
| Signed |  | Date |  |
| **Partners Declaration** | | | |
| Name |  | | |
| Address |  | | |
| Name and Address of Employer  (or state if self-employed) |  | | |
| NI Number |  | | |
| I can confirm that the above information is accurate and that;   * I meet the employment and earnings test * At the date of the child’s birth or placement for adoption I shared main responsibility for the child/children with the University of Exeter’s employee as named above * I have checked and confirmed my eligibility on the government eligibility checker and attached the results to this form. * I consent to the amount of Shared Parental Leave that the above employee intends to take * I consent to the University of Exeter processing information contained in this form * I will immediately inform the mother/primary adopter if I cease to satisfy the eligibility conditions   I am the father of the child  or  I am the spouse/civil partner or partner of the mother/primary adopter | | | |
| Signed |  | Date |  |

If both parents are University of Exeter employees, then the mother/primary adopter must complete form PD48a at this stage. The partner/secondary adopter must complete form PD48b at this stage. Once you are formally booking leave you will **both** need to complete a PD48c each.

Please send your form to your line manager and a copy to your [HRBP/Advisor](http://www.exeter.ac.uk/staff/employment/abouthr/contact/businesspartners/). This can be done via email.