

**PD48c**

**Booking of Shared Parental Leave**

**A Period of Leave Notice (PLN)**

I would like to book the following Shared Parental Leave. I have read and understood the shared parental leave procedure. I understand that I must give **8 weeks’ notice before the start of any leave period and that this is a binding agreement**.

This is my (delete as appropriate) **first/second/third** notification of Shared Parental Leave.

|  |  |
| --- | --- |
| Name of Employee |  |
| Name of other parent |  |
| Total amount of Shared Parental Leave available in full weeks (e.g. 52 weeks minus any weeks or partial weeks your partner has taken as maternity/adoption/shared parental leave minus any weeks or partial weeks you have already taken as shared parental leave) |  |
| Period/s of Shared Parental Leave for **you** including dates |  |
| Period of Shared Parental Pay for **you** including dates and amount (this will be the same as above unless you are taking statutory shared parental pay only) |  |
| Period/s of Shared Parental Leave for other parent including dates |  |
| Any period/s of Annual Leave **you** are taking (either before or after Shared parental Leave).  Please note that if you normally book annual leave through trent you must ensure that this is done before you go on leave. |  |
| Signed: | Date: |

If both parents are University of Exeter employees please complete a PD48c each detailing your leave.

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.