**Curtailment of Maternity or Adoption**

An eligible employee who has decided to share leave and pay must provide the Council with notification that they are curtailing maternity or adoption leave and of their entitlement and intention to take SPL **at least 8 weeks before the period of SPL**. These notifications are mandatory and a couple will not be eligible unless they submit these notifications.

The mother must either:

* return to work before the end of her maternity or adoption leave (providing the required 8 weeks’ notice of her planned return) thus bringing her maternity/adoption leave to an end (and it cannot be re-started)

OR

* provide the Council, or their employer if the mother is not an employee of the Council, with a **Notice of Curtailment of Maternity/Adoption Leave**, in writing, stating the date in the future that the maternity/adoption leave will end. That date must be:
* After the 2 week statutory maternity leave/ordinary adoption leave period;
* At least 8 weeks after the date on which the mother gave the Notice of Curtailment to her Line Manager;
* At least 1 week before what would have been the end of the additional maternity leave period.

Provided the mother has not returned to work, there are *certain circumstances* when a **Notice of Curtailment can be withdrawn** by the mother:

* Neither the mother or partner are entitled to share leave or statutory pay and the mother withdraws her Notice of Curtailment within 8 weeks of the date on which the Notice was provided. There is no further opportunity to opt into SPL at a later date for the same child.
* Their partner has died. There is no further opportunity to opt into SPL at a later date for the same child.
* Where the Notice of Curtailment was provided before the birth of the child and the mother withdraws the Notice within 6 weeks of the child’s birth. In this situation, the mother’s maternity leave revert to 52 weeks and the partner’s entitlement to SPL would stop. The mother will be able to opt into SPL at a later date with the same partner, either by returning to work and then giving Notice of Entitlement and Intention or by providing another Notice of Curtailment.