**Notice of Entitlement and Intention**

It is up to the employee and their partner to establish eligibility and decide whether they wish to share leave and pay or use the default maternity/adoption/paternity arrangements.

The employee, whether the mother or partner, must provide a **non-binding Notice of Entitlement and Intention at least 8 weeks before** the start date of the first period of SPL to be taken by the employee. Your eligibility is verified by HR at this stage. Any indication of leave intended to be taken in a Variation of Notice of Entitlement and Intention is **non-binding** until you provide a Period of Leave Notice in relation to that period of leave.

The notice requires specific information to be provided including the employee’s name, mother or partners name, start and end dates of maternity/adoption leave, the total amount of Shared Parental Leave available, all specified on the Notice of Entitlement and Intention. In addition to this, both the employee and their partner must sign a declaration which confirms the following:

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| **The Employee’s Signed Declaration** | **Partner’s Signed Declaration**  |
| * They meet or will meet the eligibility criteria and are entitled to take SPL.
* If the mother, that they have returned to work from maternity/adoption leave or commit to curtailing their maternity/adoption leave early.
* If they are not the mother they must confirm that they are either the father of the child or spouse, civil partner or partner of the mother.
* The information they provided in the Notice is accurate.
* Have main responsibility for the child and will immediately notify the Council if this ceases.
* If they cease to be eligible they will immediately notify the Council.
 | * Partner or mother’s name, address and national insurance number (or a declaration that the partner does not have a National Insurance Number)
* That they are the mother of the child or they are the father of the child or the spouse/civil partner/partner of the mother.
* They passed the requirements of the Earnings and Employment Test and at the date of the child’s birth or placement had the main responsibility for the child, along with the employee
* They consent to the amount of SPL the employee intends to take.
* They consent to the Council processing the information contained in the declaration.
* If the partner is the mother, they will immediately inform their partner should they cease to satisfy eligibility condition
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The employee can **vary or cancel** their proposed SPL dates following the submission of a Notice of Entitlement and Intention. You must complete and provide a **Notice of Variation of Entitlement and Intention**. The variation also contains a declaration required to be signed by both the employee and their partner that they agree to the variation. There is no limit on the number of Variations of Notice of Entitlement and Intention that an employee can make.