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|  | Aberdeen City Council | **Appendix 5** |

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| **NOTICE OF VARIATION OF ENTITLEMENT AND INTENTION** |

This form should be used where an employee has provided a **NON-BINDING** Notice of Entitlement and Intention and now wishes to vary or cancel their proposed Shared Parental Leave dates in respect of a child born or matched for adoption on or after 5th April 2015.

This variation will provide an indication of the leave the employee *intends* to take and will remain **NON-BINDING** until the employee provides a Period of Leave Notice. There is no limit to the number of Variations of Notice of Entitlement and Intention you can make.

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| **1. PERSONAL DETAILS** |
|  |
| Name (in full): |  |
| Employee Pay. No: |  |
| Service/Directorate: |  |
| Location: |  |
| Job Title:  |  |
| Line Manager: |  |
|  |  |
| I previously notified you that I wished to start my Shared Parental Leave and pay (if applicable) on: |  |  |
| Instead of starting my Shared Parental Leave and pay on the above date, I would like to start my leave on (please insert N/A if start date is not changing):  |  |  |
| I previously notified you that I wished to end my Shared Parental Leave and pay on:  |  |  |
| Instead of ending my Shared Parental Leave and pay on the above date, I would like to end my leave on (please insert N/A if end date is not changing):  |  |  |

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|  | Aberdeen City Council | **Appendix 5** |

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| My partner has already notified their employer that they intended to start their Shared Parental Leave and pay (if applicable) on: |  |  |
| And now intend to start their Shared Parental Leave on: (please insert N/A if start date is not changing):  |  |  |
| My partner previously notified their employer that they wished to end their Shared Parental Leave on:  |  |  |
| Instead of ending their Shared Parental Leave on the above date, they intend to end their leave on (please insert N/A if end date is not changing):  |  |  |

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| **2. DECLARATION**  |
| I declare that both myself and my spouse/partner agree to the variation detailed in this notice. |
|  |
| **Employee****Signed:** ……………………………………………. **Date**: ……………………….. |

**Spouse/Partner**

**Signed:** ……………………………………………. **Date**: ………………………..

**Once completed and signed by the employee and their partner, this form should be sent to the HR Service Centre by the Line Manager.**