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|  | Aberdeen City Council | **Appendix 12** |

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| **NOTICE TO WITHDRAW OR VARY A PERIOD OF BOOKED LEAVE** |

This form should be used where an employee has made a previous Period of Leave Notice for Shared Parental Leave and now wishes to withdraw or vary their application.

Any withdrawal or variation notice will count as a new notification (total of 3 notifications are permitted) unless due to a child being born early. See Section 6 of the Shared Parental Leave Guidance for further details).

**This form should be submitted to your line manager at least 8 weeks before your original proposed start date.**

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| **1. PERSONAL DETAILS** | | |
|  | | |
| Name (in full): |  | |
| Employee Pay No: |  | |
| Service/Directorate: |  | |
| Location: |  | |
| Job title: |  | |
| Line Manager: |  | |
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| **2. NOTIFICATION** | |
| I previously notified you that I wished to start my Shared Parental Leave on: |  |
| Is this variation due to your baby being born early? (Please circle) YES/NO   |  | | --- | |  |   I notify that I now wish to (Please tick the one box below that applies):   1. Vary the start or end date of my Shared Parental Leave period  |  | | --- | |  |  1. Cancel my request for Shared Parental Leave  |  | | --- | |  |  1. Request that a continuous block of leave becomes discontinuous  |  | | --- | |  |  1. Request that discontinuous blocks of leave become a continuous | | |  |
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|  | Aberdeen City Council | **Appendix 12** |

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| **NOTICE TO WITHDRAW OR VARY A PERIOD OF BOOKED LEAVE** |

Please provide details of your request below:

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| **3. SIGNATURE** | | | |
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|  | | | |
| **Signed:** |  | **Date:** |  |

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