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|  | Aberdeen City Council | **Appendix 7** |

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| **PERIOD OF LEAVE NOTICE FOR SHARED PARENTAL LEAVE** |

This form should be used where an employee has notified the Council of their Entitlement and Intention regarding Shared Parental Leave in respect of a child born or matched for adoption on or after 5th April 2015, and now wish to request period(s) of Shared Parental Leave.

This application should be submitted to your line manager as soon as it is known what dates will be required and **no later than 8 weeks before the chosen start date**. You can provide a **total of up to 3** Period of Leave Notices or Notices to Withdraw or Vary Period of Booked Leave (see Appendix 12 of the Shared Parental Leave Guidance).

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| **1. PERSONAL DETAILS** |
|  |
| Name (in full): |  |
| Employee Pay No: |  |
| Job Title: |  |
| Service/Directorate: |  |
| Location:  |  |
| Line Manager: |  |

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| **2. NOTICE** |
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Please indicate by ticking one option whether you are applying for:

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | A Continuous Block of Leave |  |  |
|  |  |  |
| (2) | Discontinuous Blocks of Leave |  |

Please complete as many dates as are applicable.

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| I hereby give notice that I wish my Shared Parental Leave to: Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) |
|  |
| Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

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 If applicable, I wish my Shared Parental Pay to start (state n/a if it does not apply)Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) Start on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) (Please see qualifying conditions in the Shared Parental Leave Guidance) |

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| **3. PENSIONS – UNPAID PERIOD(S) OF SHARED PARENTAL LEAVE** |

In respect of any unpaid period(s) of Shared Parental Leave, where no pension contributions are paid either by you or the Council, you can elect, if you wish, to buy the ‘lost’ pension using an Additional Pension Contribution (APC) contract. Where you elect to pay an APC to purchase any or all the amount of pension ‘lost’ during the unpaid period of your Shared Parental Leave and you make the election within 30 days of returning to work, the Council will pay 2/3rds of the cost of the APC with you paying 1/3rd (it being a shared cost APC). If the election is made after 30 days following your return to work you would require to pay the entire cost of the APC yourself. You should contact the Pensions Section on 01224 264264 or by email pensions@nespf.org.uk if you wish to make an election for an APC.

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| **4. DECLARATION AND SIGNATURE** |
|  |
| With reference to the Shared Parental Leave Guidance, I declare that I am applying for Shared Parental Leave in accordance with the Guidance and that the information I have provided above is correct.  |
|  |

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

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| **5. LINE MANAGER ONLY** |

Is this request for continuous leave? If yes, period of leave approved and send form to HRSC.

If discontinuous leave request, enter 2 week discussion period and see Appendices 8, 9 and 10 of Guidance. Forward this form and copies of any letters once decision reached.

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| **6. HRSC USE ONLY** |

Has a Notice of Curtailment of Maternity/Adoption Leave been received? YES/NO

OR If the employee is the mother, have they returned to work early? YES/NO

Has a Notice of Entitlement and Intention been received? YES/NO

Is the employee eligible? YES/NO

Has employee made a previous Period of Leave Notice? YES/NO

If yes how many? ………..

Has the employee made a previous Notice to Withdraw or Vary Period of YES/NO

Booked Leave?

If yes, how many? ………..

Is the employee within the limit of 3\*? YES/NO

\* Maximum **of up to 3** Period of Leave Notices or Notices to Withdraw or Vary Period of Booked Leave can be made