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|  | Aberdeen City Council |  |

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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 and now wishes to request a 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** |
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| Name (in full): |  |
| Employee Pay No: |  |
| Job Title: |  |
| Service/Directorate: |  |
| Location:  |  |

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

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| --- | --- | --- | --- |
| (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: (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** |

Employees in the Scottish Teachers’ Pension Scheme do not have the option to pay pension contributions for any unpaid period of SHPL. If you are a member in the Career Average Revalued Earnings (CARE) scheme there are flexibilities.  To increase your pension, a member is able to elect to accrue a pension at 1/45, 1/50, 1/55 by paying contributions at a higher rate, you are able to purchase additional pension or elect to buy out the standard reduction so that you can take your pension at age 65 without any actuarial reduction as well as purchasing AVCs.  Therefore, when a member is in pensionable employment this allows them to make up pension. Please contact the SPPA by telephone 01896 893000 or via the website [www.sppa.gov.uk](http://www.sppa.gov.uk) for further details.

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| **4. DECLARATION AND SIGNATURE** |
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| 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.

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

If discontinuous leave request, enter 2 week discussion period and see Appendices 910 and 11 of Guidance. Forward this form and copies of any letters to the HR Service Centre 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 for SHPL? 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