

Shared Parental Leave – Paperwork Guidelines
Guidelines for Managers
November 2024

Form Title	What and When
SPL 1 Maternity Leave Curtailment Notice	Notification of maternity leave ending which must be submitted: a. at least 8 weeks after the date of this notification (and) b. After the end of your 2 week compulsory maternity leave period (and) c. At least one week before the date on which your maternity leave would otherwise have ended
SPL 2A Adoption Leave Curtailment Notice	Notification of the adoption leave ending must be submitted: a. At least 8 weeks after the date of this notification (and) b. After the end of your 2 week's ordinary adoption leave period (and) c. At least one week before the date on which your additional adoption leave would otherwise have ended
SPL 3 Notice of Entitlement & Intention to take SPL	To be given by the mother to her manager – notification that you are eligible for and that your partner and/or you intend to take a period of SPL – this is a non-binding notification that may be submitted on multiple occasions.
SPL 4A Notice of Entitlement and Intention to Take SPL (Adoption)	To be given by the adopter to her/his manager – notification that you are eligible for and that my partner and/or I intend to take a period of SPL – this is a non-binding notification that may be submitted on multiple occasions.
SPL 5 Fathers declaration to take SPL accompanying mother's entitlement notice	Signed declaration to accompany mother's Notice of Entitlement
SPL 6A Fathers declaration to take SPL to accompany Adopter's entitlement notice	Signed declaration to accompany adopter's Notice of Entitlement
SPL 7 Notice of entitlement letter	To be given by the father/partner of the mother to his/her line manager – notification that you are eligible for and that my partner and/or I intend to take a period of SPL – this is a non-binding notification that may be submitted on multiple occasions.
SPL 8A Notice of entitlement father or adopter	To be given by the main adopter's partner of the adopter to his/her line manager - notification that you are eligible for and that my partner and/or I intend to take a period of SPL – this is a non-binding notification that may be submitted on multiple occasions.
SPL 9 Mother's declaration to take SPL accompanying father's/adopter's entitlement notice	Signed declaration to accompany father's/partner's Notice of Entitlement
SPL 10 Adopter's declaration to take SPL accompanying father's/adopter's entitlement notice	Signed declaration to accompany father's partner's Notice of Entitlement
Request for SPL	Formal Request to take Shared Parental Leave, which must be submitted 8 weeks before the beginning of the leave starting. This form should be completed in UniCore , within the Document of Records
SPL 12 Request to Vary or Cancel SPL	Formal Request to vary/cancel SPL 8 weeks' notice required.

The submitted applications will automatically generate a service request in helpdesk, within [UniCore](#)