**Form – Request to Book (or Vary) Shared Parental Leave**

Please ensure you have read the Shared Parental Leave Policy before completing this form.

This form should be used to formally request to book (or vary) a period of shared parental leave. To request to book or vary leave, you must have previously submitted a Declaration of entitlement to Shared Parental Leave form.

Any request for leave must be submitted to your manager at least **8 weeks** before the start of the first period of shared parental leave.

1. **Basic Details**

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee ID Number: |  |
| Job Title: |  |
| School/RI/Service: |  |

1. **Requested Shared Parental Leave/Pay Dates**

Please provide details of any new period of leave/pay you wish to take. If you are requesting a variation, please specify the leave/pay you now wish to take in the first table and then detail your original request in the second table. You should only complete the pay column if you are eligible for (and wish to receive on this occasion) shared parental pay.

|  |  |
| --- | --- |
| **2.1**  | **New Leave Request** |
| **Start Date** | **End Date** | **Total Weeks** |
| **Leave** | **Pay** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **2.2** | **Old Leave Request *(For requests to vary existing leave only)*** |
| Please provide details of the leave/pay you booked previously, which you now wish to change as per 2.1 above. |
| **Start Date** | **End Date** | **Total Weeks** |
| **Leave** | **Pay** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Summary of Shared Parental Leave/Pay Balance**

Please provide details below (in complete weeks) to summarise your shared parental leave/pay balance. Please only complete the pay column if you are eligible:

|  |  |  |
| --- | --- | --- |
|  | **Leave** | **Pay** |
| As notified in my initial Declaration of Entitlement to Shared Parental Leave (or any subsequent notification to change my amount), the total amount of weeks I intend to take is: |  |  |
| The amount I have already taken (prior to this request) is: |  |  |
| This request amounts to a total of: |  |  |
| If this request is approved, my remaining leave balance will be: |  |  |
| If this request is approved, I will have used |  | of my 3 allowed notices to book or vary leave. |
| **Signed:****(Employee)** |  | **Date:** |  |

**Completed forms should be returned to your manager and copied to your College/US HR Team**

**Please keep a copy of this form for your own records as you may need to refer to it in the future**

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**\*\*\*(For Manager Use Only)\*\*\***

|  |
| --- |
| **Manager Approval Checklist** |
| **Date Form Received:** |  |
| **Date Copied to HR:** |  |
| **Decision:** | **Approved / Rejected** |
| **Date HR Notified of Decision:***\*HR will write to confirm the decision to the employee* |  |
| **Leave recorded on Core:** |  |

**Notes for Managers:**

* HR should be notified when a request is made to book or vary SPL.
* The University’s Shared Parental Leave Policy (Section 10) provides further information on responding to a request.
* Requests for Shared Parental Leave (or variations to) must be dealt with as soon as possible and a written response provided no later than 14 days after the request was submitted. Managers must determine whether the request can be approved, rejected or whether a meeting is required to discuss in more detail.
* The template letter Invite to Discuss Discontinuous Leave Request is available if appropriate.
* HR will communicate the final outcome to the employee (approved or rejected) once notified by the relevant manager.