

MATERNITY/ ADOPTION CURTAILMENT NOTICE

Section A - Employee details

Full name

Post title

National Insurance Number

I wish to bring my maternity/adoption leave and pay to an end to be able to take shared parental leave.

I have also completed a Notice of Entitlement and Intention to Take Shared Parental Leave form.

Section B - Curtailment Details

I wish to end my maternity/adoption leave on

I wish my statutory pay period (if applicable) to end on

Signed

Date

Notes

You should complete and submit this form alongside the Application for Shared Parental Leave - Notice of Entitlement and Intention Form. Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your leave curtailment form only in limited circumstances.

- If it is discovered that neither the mother nor the partner are entitled to shared parental leave or statutory shared parental leave or statutory shared parental pay and the mother withdraws her leave curtailment notice within eight weeks of the date on which the notice was given
- The leave curtailment notice was given before the birth of the child and the mother withdraws her leave curtailment notice within 6 weeks of the child's birth; or
- The partner has died.

The date on which you end your leave must be at least:

- 8 weeks after the date on which you provide this notice;
- 2 weeks after you give birth; and
- 1 week before what would have been the end of your leave.

Please forward this form to Employee Services: employeeservices@eastdunbarton.gov.uk