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| **Shared parental leave: maternity leave curtailment notice***For the purposes of this form, the term ‘Mother’ applies equally to birth mothers and primary adopters. Likewise, references to ’Maternity’ leave or pay apply equally to Adoption leave & pay.* |
| **Name of employee:** |        |
| **Job title:** |        |
| **Assignment Number:** |       |
| I wish to bring my [ordinary/additional] maternity leave [and statutory maternity pay] to an end to be able to take shared parental leave. I have also completed a [form providing a notice of entitlement and intention to take shared parental leave /declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take]. |
| **I wish to end my [ordinary/additional] maternity leave on:** |        |
| **I wish my statutory maternity pay period (if applicable) to end on:** |        |
| **Signed:** |        |
| **Dated:** |        |
| **Notes**You should complete and submit this form alongside the organisation's Form for a mother to provide a [notice of entitlement and intention](http://intranet.nottinghamcity.gov.uk/human-resources/people-management-handbook/leave/shared-parental-leave/) or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take.Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances.The date on which you end your maternity leave must be at least:* 8 weeks after the date on which you provide this notice to the organisation;
* 2 weeks after you give birth; and
* 1 week before what would have been the end of your additional maternity

 leave |