

**Clergy Shared Parental Leave – Notice of Variation of Period of Leave**

This form is for office holders wishing to vary or cancel a period of Shared Parental Leave (or pay if applicable) in one of the following ways:

* to vary the start or end date of any period of SPL;
* to request that a single period of leave become discontinuous or vice versa; or
* to vary (including cancel) the amount of leave requested.

**Please refer to CP-005 Shared Parental Leave Policy for further information before completing this form or contact the HR Manager.**

Before submitting this form, the mother of the child must have given notice to curtail her maternity leave or returned to work and you must have submitted the Notice of Entitlement (and an amended notice if applicable) and be eligible to take SPL and have previously issued a Period of Leave Notice.

**You must give at least 8 weeks' notice of the start date of your requested varied leave (and pay, if applicable). You may submit a maximum of 3 Period of Leave Notices/Variations of Period of Leave Notices.** This notice must be sent to the Archdeacon or DDO **and** the NDBF HR Manager and Finance Officer.

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Name of Other Parent** |  |

|  |  |  |
| --- | --- | --- |
| **Original SPL dates to be varied or cancelled** | | |
| **Start Date** | **End Date** | **Number of weeks** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **New SPL dates** | | |
| **Start Date** | **End Date** | **Number of weeks** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Original period of SSPP to be varied or cancelled (if applicable)** | | |
| **Start Date** | **End Date** | **Number of weeks** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **New period of SSPP (if applicable)** | | |
| **Start Date** | **End Date** | **Number of weeks** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |