

**NOTICE TO TAKE OR VARY A PERIOD OF SHARED PARENTAL LEAVE**

Please ensure you have read the [Shared Parental Leave Policy](#) before completing this form.

You should complete this form if you wish to formally request a period of shared parental leave / pay, or to vary a previously approved period.

You must have previously submitted a **Notice of Entitlement and Intention to take Shared Parental Leave Form** and have had your eligibility for shared parental leave and pay confirmed.

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.

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|------------------|--|
| Name of Employee |  |
| Name of Partner  |  |

**Requested Shared Parental Leave / Pay Dates**

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**Request to vary previously requested Parental Leave / Pay Dates**

Previously approved  
start date

Previously approved  
end date