**Form 1: Ending of Maternity/Adoption Leave to take up Shared Parental Leave**

**Declaration if you are the Mother/Primary Adopter and an employee of the University**

I would like to notify the University that I am ending my maternity/adoption leave in order for me and/or my partner to take Shared Parental Leave.

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| --- | --- | --- | --- |
| **SECTION A: General** | | | |
| Name of Employee | |  | |
| Name of other parent | |  | |
| **SECTION B: Maternity Leave or Pay Details** | | | |
| Start Date of Maternity/Adoption Leave or Pay (or Maternity Allowance) | |  | |
| End Date of Maternity/Adoption Leave or Pay (or Maternity Allowance) | |  | |
| Expected date of Birth/ date of Placement (if adopted) | |  | |
| Actual Date of Birth/ Date of Placement (if adopted) | |  | |
| **SECTION C: Employee’s Declaration** | | | |
| **Declaration:**  I confirm that the above information is accurate and that;   * I understand that I can only revoke this notice before the end date given in Section B * I understand that I can only reinstate any maternity/adoption pay that I am eligible for if I revoke this notice before the end date given in Section B | | | |
| Signed |  | Date |  |

At this stage, please also complete either Form 2 (if you intend to take SPL) or Form 3 (if you do not intend to take SPL but your partner does)

**Return by email or post to: Catherine Hughes, Human Resources (Catherine.hughes@bangor.ac.uk)**