**Form 3: Notice confirming that Partner is taking Shared Parental Leave (SPL) but you (Mother/Primary Adopter) are not**

**Declaration if you are the Mother/Primary Adopter and an employee of the University but only your partner wishes to take SPL**

I would like to notify the University that I (the mother/primary adopter) do not intend to take Shared Parental Leave but that my partner will be.

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| --- | --- | --- | --- |
| **SECTION A: General** | | | |
| Name of Employee | |  | |
| Name of other parent | |  | |
| **SECTION B: Employee’s Declaration** | | | |
| **Declaration:**  I confirm that the above information is accurate and that;   * I am either not entitled to SPL or I do not intend to take SPL * I declare that my partner has given notice to their employer to take SPL * I consent to my partner’s intended claim for SPL * I consent to Bangor University confirming the end date of my maternity/adoption leave and pay if my partner’s employer requests this information. I understand I may withdraw this consent at any time by contacting Human Resources via email or in writing. | | | |
| Signed |  | Date |  |
| **SECTION E: Other Parent’s Declaration** | | | |
| Name |  | | |
| National Insurance Number  (State ‘none’ if no number is held) |  | | |
| Name of Employer  (or state if self-employed) |  | | |
| I can confirm that the above information is accurate and that;   * I consent to Bangor University processing information contained in this form * I consent to Bangor University confirming this information with my employer if they request it. I understand I may withdraw this consent at any time by contacting Human Resources via email or in writing. | | | |
| Signed |  | Date |  |

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