

**FORM FOR MOTHER/PRIMARY ADOPTER TO CURTAIL MATERNITY/ADOPTION LEAVE** (SPL FORM 1)

**Version Date: 27 October 2021**

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| **YOUR DETAILS**  |
| Name: |       | Force No.:Collar No.: |            |
| Force: | Choose an item. |

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| I wish to bring my maternity/adoption leave and 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 (Form 3) and a declaration that my partner has provided a notice of entitlement and intention to take Shared Parental Leave (Form 4) to his/her employer and that I consent to the amount of leave that he/she intends to take. |
| **I wish to end my Maternity/Adoption Leave on:** | Click or tap to enter a date. |
| **I wish my Statutory Maternity/Adoption Pay period (if applicable) to end on:** | Click or tap to enter a date. |
| **Signed:** |       |
| **Dated:** | Click or tap to enter a date. |

**Please submit this form electronically (copying in your line manager) to:**

HR Operations – Admin (D&C) or .HR Ops Dorset – Admin (Dorset)

Should you have any queries concerning this form, please contact the relevant HR Operations – Admin Team via email.

**Payroll Queries**

If your query is in relation to your pay, please contact the Payroll Team.

**Resource Management & Duties**

Where appropriate, please copy in the relevant Resource Management Unit (D&C) / Duties Team (Dorset) or, for CRC staff, CRC Resource Planning Team (D&C).