

**Form to Vary a Period of Leave Notice to Take Shared Parental Leave** (SPL Form 7)

**Version Date: 27 October 2021**

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| **YOUR DETAILS**  |
| Name: |       | Force No.:Collar No.: |            |
| Force: | Choose an item. |
| I previously provided the Force with notice of my proposed Shared Parental Leave in a period of leave notice. I now wish to amend my Shared Parental Leave request. |
| Date of original period of leave notice: | Click or tap to enter a date. |

**Please note:** individuals have up to three opportunities to change the dates of booked SPL (notice to vary leave) or book a block of SPL (notice to take leave). To change or cancel the dates of any booked SPL, individuals must provide eight weeks’ notice to their line manager using the ‘notice to vary leave’ form. Each time individuals seek to cancel or change booked SPL, this counts as a notice to vary leave, unless the line manager agrees otherwise.

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| **SECTION A: SHARED PARENTAL LEAVE DATES** |
| **Previously notified SPL dates:****I had already notified the Force in my period of leave notice (or a variation of period of leave notice if applicable) that I would be taking the following period of Shared Parental Leave (with Shared Parental Pay if applicable):****Please note: If you intend to vary a notification of discontinuous leave, you will need to include your original supporting documentation outlining the original dates.** |
| Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. | No. of Weeks |       |
| **Revised (new) SPL dates:****I now intend to take Shared Parental Leave (with Shared Parental Pay if applicable) on the following dates:** **Please note: If you intend to vary a notification of discontinuous leave, you will need to include further supporting documentation outlining the proposed dates.** |
| Start Date: | Click or tap to enter a date. | End Date: | Click or tap to enter a date. | No. of Weeks |       |

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| **SECTION B: SIGNATURE** |
| **Signed:** |       |
| **Dated:** | Click or tap to enter a date. |
| **Please note:** This notice is to amend a period of Shared Parental Leave that you intend to take and that you provided in a period of leave notice. You must have already submitted a period of leave notice before using this form. |

**Please see the next page for details on where to send this form.**

**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).