Use this form to give notice to take a period of shared parental leave (and pay if applicable), giving at least 8 weeks’ notice of the start date of the leave. You may submit up to three period of leave notices. You must have previously submitted the notice of entitlement form, and had your eligibility for shared parental leave confirmed.

If you are requesting a continuous period of leave, you will be entitled to take that period of leave and this will be confirmed in writing. If you request discontinuous leave and it is not practical to accommodate your requested pattern of leave your line manager will discuss alternative options with you.

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Details** | | | |
| Name: | | Employee No: | |
| Job Title: | | | |
| Service Area: | | | |
| **Notice Record** | | | |
| I confirm that this notice to book leave is my:   * First notice to book leave * Second notice to book leave * Third notice to book leave | | | |
| **Shared Parental Leave Dates** | | | |
| I request the following periods of shared parental leave: | | | |
| **Start Date** | **End Date** | | **Number of Weeks** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Shared Parental Pay Dates (if applicable)** | | | |
| I request the following periods of shared parental pay: | | | |
| **Start Date** | **End Date** | | **Number of Weeks** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| I understand that the dates above will be treated as binding notice to book shared parental leave. Any request to vary or cancel booked leave is likely to result in the use of one of my 3 statutory notices to book leave.  Signed …………………………………………………………..……… Date ……………………………………… | | | |

**Pass completed form to line manager who will complete page 2 before returning to Human Resources.**

|  |
| --- |
| **Shared Parental Leave Approval – to be completed by Line Manager** |
| Request for leave is for:   * a continuous period of leave * a discontinuous period of leave |
| **Continuous Period of Leave** |
| Guidance  There is a statutory right to continuous periods of leave therefore a period of continuous leave contained within one notice to book leave must be approved.  Any proposal by the council to amend dates of continuous leave is subject to the employee’s consent. |
| * I confirm that the continuous period of shared parental leave requested on the dates above is approved. * I confirm that the continuous period of shared parental leave requested is approved with the following amendments as agreed by the employee:   Signed …………………………………………………………………………….. Date ………………………………………… |
| **Discontinuous Periods of Leave** |
| Guidance  Where a period of discontinuous leave can be accommodated in line with service needs it should be granted.  Where a period of discontinuous leave cannot be granted or may be granted with some amendment it would be appropriate to discuss options with the employee. The employee must be provided with a response to their request for discontinuous leave within 14 days of receipt of the request. The employee will have the opportunity to withdraw/vary their request for leave by the 15th day without using any additional statutory notice to book leave. |
| * I confirm that the discontinuous periods of shared parental leave requested on the dates above are approved. * I confirm that the discontinuous periods of shared parental leave requested on the dates above are rejected for the following reasons: * I confirm that the discontinuous periods of shared parental leave requested have been approved with the following amendments:   Signed ……………………………………………………………………………… Date ………………………………………... |

**Completed form should be returned to Human Resources. Please ensure employee is informed in writing of the outcome of their request. Standard letters are available for this purpose.**