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| **Shared Parental Leave: Maternity/Adoption Leave and Pay Curtailment Notice** |

**You should complete this form if:**

* you are an employee;
* you are on maternity leave (or due to go on maternity leave); and
* you wish to bring your maternity leave (and pay) period to an end early in order to opt in to the shared parental leave (and pay) regime.

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| **Name:** |  |
| **[Department:]**  |  |
| **[Company start date:]** |  |
| **Expected week of birth of child (or actual date of birth if your child has already been born):** |  |
| **Please state the date on which you would like your maternity leave period to end:** **Note:** The date requested must be at least one day after the end of your [2/4] week compulsory maternity leave period; at least 8 weeks after you give us this Curtailment Notice; and at least one week before the end of your 52-week maternity leave period.  |  |
| **Please state the date on which you would like your statutory maternity pay period to end (if different from above):** **Note:** The date requested must be at least one day after the end of your [2/4] week compulsory maternity leave period; at least 8 weeks after you give us this Curtailment Notice; and at least one week before the end of your 39-week maternity pay period.  |  |
| **Signed:** |  |
| **Dated:** |  |

*If you have any queries about how to complete this form, please speak to [the HR Department].*