|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A close up of a logo  Description automatically generated | | | **Human Resources**  **Shared Parental Leave and Pay –**  **Request to Book Leave Form** | | | | | | | | | |
| **This form must be completed by the University of Huddersfield Employee**  Please ensure you have read the [Shared Parental Leave Policy](https://www.hud.ac.uk/media/policydocuments/Shared-Parental-Leave-Policy.pdf) before completing this form. Prior to completing this you should discuss your intentions with your line manager.  This form should be used to formally request to book a period of Shared Parental Leave. To request to book leave you must have previously submitted the Declaration of Entitlement to Shared Parental Leave and Pay form.  Should you wish to vary a period of Shared Parental Leave and Pay, please complete and return the Shared Parental Leave and Pay – Request to Vary Leave form.  Please note:  *Any request for leave must be submitted to the HR Department at least* ***8 weeks*** *before the start of the first period of Shared Parental Leave.*  You may find the [Gov.UK Plan your Shared Parental Leave and Pay planning tool](https://www.gov.uk/plan-shared-parental-leave-pay) useful to find out how and when you can take Shared Parental Leave alongside maternity, adoption and paternity leave. | | | | | | | | | | | | |
| **Section 1: Basic Details** | | | | | | | | | | | | |
| Employee Name | |  | | | | | | | | | | |
| Employee ID Number | |  | | | | | | | | | | |
| School/Service | |  | | | | | | | | | | |
| Job Title | |  | | | | | | | | | | |
| **Section 2: Requested Shared Parental Leave/Pay Dates** | | | | | | | | | | | | |
| Please provide details of a period of leave and pay you wish to take.    If you are requesting a variation, please specify the leave/pay you now wish to take in the first table, and then detail your original request in the next table. You must only complete the pay column if you have already declared that you are eligible for it. | | | | | | | | | | | | |
| **Start Date** | | | | **End Date** | | | **Total Weeks** | | | | | |
| **Leave** | | | **Pay** | | |
|  | | | |  | | |  | | |  | | |
|  | | | |  | | |  | | |  | | |
|  | | | |  | | |  | | |  | | |
| **Section 3: Declarations of Eligibility** | | | | | | | | | | | | |
| Before you can request to book leave you must have previously submitted the Declaration of Entitlement to Shared Parental Leave and Pay form. | | | | | | | | | | | | |
|  | | | | | | | | | | | | ✓ |
| I confirm that I have already submitted the Declaration of Entitlement to Shared Parental Leave and Pay Form before completing this form. | | | | | | | | | | | |  |
| I confirm that both parties are eligible for Shared Parental Leave and Pay | | | | | | | | | | | |  |
| Signed |  | | | | Date | | |  | | | | |
| **Section 4: Summary of Shared Parental Leave/Pay Balance** | | | | | | | | | | | | |
| Please provide details below to summarise your Shared Parental Leave and Pay balance. Again, please only complete the pay column if you are eligible: | | | | | | | | | | | | |
|  | | | | | | | | | **Leave** | | **Pay** | |
| As notified in my Declaration of Entitlement to Shared Parental Leave (or any subsequent notification to change my amount), the total amount of weeks I intend to take is: | | | | | | | | |  | |  | |
| The amount I have already taken (prior to this request) is: | | | | | | | | |  | |  | |
| This request amounts to a total of: | | | | | | | | |  | |  | |
| If this request is approved, my remaining balance will be: | | | | | | | | |  | |  | |
| Signed |  | | | | | Date | | |  | | | |
| **Please send your completed form to the HR Department – HR@hud.ac.uk**  ***Please keep a copy for your own records as you may need to refer to it in the future.*** | | | | | | | | | | | | |