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| **Shared parental leave: maternity leave curtailment notice** |
| **Name of employee:** |   |
| **Job title:** |   |
| I wish to bring my [ordinary/additional] maternity leave [and statutory maternity 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/declaration that my partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that I consent to the amount of leave that he/she intends to take]. |
| **I wish to end my [ordinary/additional] maternity leave on:** |   |
| **I wish my statutory maternity pay period (if applicable) to end on:** |   |
| **Signed:** |   |
| **Dated:** |   |
| **Notes**You should complete and submit this form alongside the organisation's [Form for a mother to provide a notice of entitlement and intention to take shared parental leave](http://www.xperthr.co.uk/policies-and-documents/form-for-a-mother-to-provide-a-notice-of-entitlement-and-intention-to-take-shared-parental-leave/153740/) or the declaration that your partner has provided a notice of entitlement and intention to take shared parental leave to his/her employer and that you consent to the amount of leave that he/she intends to take.Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances.The date on which you end your maternity leave must be at least:* eight weeks after the date on which you provide this notice to the organisation;
* two weeks [or four weeks for factory workers] after you give birth; and
* one week before what would have been the end of your additional maternity leave.
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