

Father's (or partner's) declaration of entitlement and intention to take Special Leave

Mother's notice of Special Leave

Declaration in relation to Special Leave (SPL)

Special Leave (SPL)

Dear <<name of person to whom this notice is addressed>> (e.g. HR Manager)>>

(e.g. HR Manager)>>

I am writing to confirm that:

- I am <<insert name of child>> (or partner of <<insert name of child's partner>>)
- Together with <<insert name of child's partner>> we have the main responsibility for the care of <<insert name of child>>
- I satisfy the employment requirements for <<insert name of employee>> to take SPL
- I consent to <<insert name of employee>> taking the amount of leave set out in her SPL Notice of Entitlement
- I consent to your processing of my personal data for the purposes of <<insert name of employer>>

<<insert name of child>> (or the civil partner, or

partner) have the main responsibility for

the care of <<insert name of child>> (I do not allow <<insert name of child's partner>> to take SPL for <<insert name of employee>> (for further details);

the amount of leave set out in

the attached SPL Notice of Entitlement. I have signed and dated this declaration for the purposes of <<insert name of employee>> (for further details).

The further information I am required to provide is set out below:

set out below:

My name is:

My address is:

My National Insurance number is <<insert National Insurance number>> (if I do not have a National Insurance number, please state this)

Yours sincerely

Signed

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