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|  SPL Form 1A: Maternity/Adoption LeaveCurtailment Cancellation Form |
| **Guidance** |
| You should complete this form if you want to cancel the curtailment of your maternity/adoption leave and pay. You must cancel the curtailment before the date previously provided. Please read the [Shared Parental Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information about SPL and the terms used. |
| **Section 1: Personal Details (Mother/Lead Adopter)** |
| Name:  |       |
| Employee Number:  |       |
| **Section 2: Declaration and Signature** |
| I declare that: * I have previously served notice to curtail my maternity/adoption leave and pay
* I would now like to cancel that curtailment notice
* I have not returned to work (other than on agreed ‘keeping in touch’ days)
 |
| Signature:        | Date: (dd/mm/yyyy)       |
| **On completion attach this form to a Service Request with Interim Form Shared Parental Leave as the category within People and Money. HR will acknowledge receipt and notify your manager(s).** |

