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| SPL Form 5: Varying/Cancelling  Booked Shared Parental Leave | | |
| **Guidance** | | |
| You should complete this form if you wish to vary or cancel a previously submitted Booking Notice for Shared Parental Leave (SPL). It is possible to vary or cancel a booked period of SPL, provided you give at least 8 weeks’ written notice of any new period of leave.    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** | | |
| Name: |  | |
| Employee Number: |  | |
| **Section 2: Vary or Cancel Booked Leave** | | |
| Tick the appropriate box below in order to:   |  |  |  | | --- | --- | --- | | 1. Cancel | | | |  | cancel the previous booking notice submitted on: | (dd/mm/yyyy) | |  |  |  | | 1. Vary | | | |  | change the previous booking notice submitted on: | (dd/mm/yyyy) |   If B was ticked, complete the following table, otherwise continue to Section 3.     |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **FROM**  **(dd/mm/yyyy)** | | **TO**  **(dd/mm/yyyy)** | | **Pay option for new request** | | | | | Start Date | End Date | Start Date | End Date | Full pay | Half pay | ShPP | Unpaid | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | |
| **Section 3: Signature** | | |
| Signature: | | Date (dd/mm/yyyy): |
| **Section 4: Partner Signature** | | |
| 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).** | | |