**Human Resources**

Shared Parental Leave

Booking Notice

This form should be used to formally book leave or vary the dates of leave already agreed. You can only request to book or vary leave if you have submitted a SPL Notification of Entitlement form.

You can submit up to 3 separate booking notices. Each form should be submitted to your HR Manager and Head of School/Service (or nominee) giving at least 8 weeks’ notice[[1]](#footnote-1).

The form should be completed in conjunction with the SPL guidance available at <http://hr.leeds.ac.uk/spl>.

If you require this form in an alternative format (for example braille, large print or e-text), please contact Human Resources at hr@leeds.ac.uk.

|  |  |
| --- | --- |
| Name: |  |
| School/Service: |  |
| I am the: | Primary Carer/Partner[[2]](#footnote-2) |

|  |  |
| --- | --- |
| I would like to: | √ |
| Book leave: | Single block |  |
|  | Discontinuous block |  |
| Vary booked leave: |  |

|  |  |
| --- | --- |
| Number of booking notices already submitted (maximum 3) |  |
| Number of weeks already booked | Me: |  |
|  | My partner: |  |

**BOOKING LEAVE – SINGLE CONTINUOUS BLOCK**

I wish to book leave as follows:

|  |  |  |
| --- | --- | --- |
| Date from: | Date to: | No of weeks |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

***Please pass the completed form to your HR Manager and a copy to your Head of School/Service (or nominee).***

|  |  |
| --- | --- |
| **For completion by Head of School/Service (or nominee)** | √ |
| I acknowledge the dates of leave set out above: |  |
| **Signed:** |  | **Date:** |  |

***Please return the signed form to the individual, and give a copy to the HR Manager.***

**BOOKING LEAVE – DISCONTINUOUS BLOCK**

I wish to book leave as follows:

|  |  |  |
| --- | --- | --- |
| Date from: | Date to: | No of weeks |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

***Please pass the completed form to your HR Manager and a copy to your Head of School/Service (or nominee).***

|  |  |
| --- | --- |
| **For completion by Head of School/Service (or nominee)** | √ |
| I agree to the dates of leave set out above: |  |
| I do not agree to the dates set out above. I have met with the individual to discuss the leave pattern and the outcome is that we have agreed an alternative working pattern as follows: |  |
|  | Date from:  | Date to: | No of weeks |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| No agreement has been reached on the dates of leave: |  |
| **Signed:** |  | **Date:** |  |

***Please return the signed form to the individual, and give a copy to the HR Manager.***

**For completion by the individual**

|  |  |
| --- | --- |
| If no agreement has been reached on the proposed dates requested in a discontinuous block, please indicate below how you wish to proceed.I confirm that: | √ |
| I wish to withdraw my request for leave: |  |
| I wish to take the total number of weeks leave requested in a single continuous block as follows: |  |
|  | Date from:  | Date to: | No of weeks |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

***Please pass the completed form to your HR Manager and a copy to your Head of School/Service (or nominee) within 5 days.***

**VARYING DATES OF BOOKED LEAVE[[3]](#footnote-3)**

I wish to vary the dates of my leave as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Original date(s) | Date from: | Date to: | No of weeks |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| New date(s) | Date from: | Date to: | No of weeks |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

***Please pass the completed form to your HR Manager and a copy to your Head of School/Service (or nominee).***

|  |  |
| --- | --- |
| **For completion by Head of School/Service (or nominee)** | √ |
| I agree to the dates of leave set out above[[4]](#footnote-4): |  |
| I do not agree to the dates set out above. I have met with the individual to discuss the leave pattern and the outcome is that we have agreed an alternative working pattern as follows: |  |
|  | Date from:  | Date to: | No of weeks |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| No agreement has been reached on the dates of leave: |  |
| **Signed:** |  | **Date:** |  |

***Please return the signed form to the individual, and give a copy to the HR Manager.***

1. The notice period may be shortened if your child arrives early with agreement from your Head of School/Service (or nominee). [↑](#footnote-ref-1)
2. Delete as applicable [↑](#footnote-ref-2)
3. Leave can only be booked in complete weeks – the minimum period is one week [↑](#footnote-ref-3)
4. A period of leave booked in a single block should be accepted as the individual is entitled to take such leave [↑](#footnote-ref-4)