**Maternity / Adoption**

**Curtailment Notice**

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| Before completing this form, please read the Shared Parental Leave section in the UECS [Family Leave Policies](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) document. |

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| You should download this form and save it on your computer before completing it. |

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| This form is to be completed if you wish to curtail (end) your maternity / adoption leave and pay so that your partner / you or the both of you may enter into a shared parental leave / pay arrangement.   * Shared parental leave / pay cannot be taken until you (the mother / primary adopter) have submitted this notice of curtailment. * You will also need to complete the [Notice of Entitlement and Intention to take Shared Parental Leave](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff). * To book Shared Parental Leave, you must also complete the [Notice to Book Shared Parental Leave](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff). |

**Employee Details**

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| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Home Address:** | Click to enter text |
| **I wish my maternity / adoption leave to end on:** | Select Date … |

**Employee Signature**

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| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  | | |
| * Sign the form by either typing your name or uploading a JPEG image of your signature. | | | |

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| * Save the completed form and send it by email to [People & Culture](mailto:staffing@essex.ac.uk), and your manager. * You must give at least 8 weeks’ notice of your curtailment date. This should be at least 2 weeks after the birth / adoption of your child. * If you are in receipt of Maternity Allowance, you must also submit a curtailment notice to your local Jobcentre Plus. |