Please refer to the [Family Leave Policy](https://www.falkirk.gov.uk/employees/policies/family-leave.aspx) and discuss with your manager before completing this form.

You should complete this form if you wish to vary a previously approved period of shared parental leave.

You must have previously submitted a **Booking Notice for Shared Parental Leave** and have had your eligibility for shared parental leave confirmed.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Employee No: |  |
| Name of Partner: |  | Partner’s employee No.  (if employed by Falkirk Council) |  |

**Request to Vary Previously Requested Parental Leave / Pay Dates**

|  |  |
| --- | --- |
| Previously Approved Start date |  |
| Previously Approved End date |  |
| Detail the change you would like to request  (Including start and end dates) |  |

We confirm that we agree to the request as per the variation outlined above.

Employee Signature:

Date:

Employee’s Partner Signature:

Date: