Family Leave - Shared Parental Leave
Formal notice to vary / cancel leave

KALEIDOSCOPE
Multi Academy Trust

Any amendments to the detail submitted on the 'Stage 2: Formal notice to book leave' must be submitted to your line manager **8 weeks before** the originally requested dates.

Cancelling or varying a period of leave will count as one of your three allowable notifications. For further information about booking 'periods of leave' see the School's Shared Parental Leave Guidance.

Employee name:	**Employee payroll number:**
Job title:	**School:**

Cancellation of leave

My personal circumstances have changed and I am requesting to cancel Choose an item. period(s) of leave. **(If applicable) I will return to work on .** **Please provide further details, as necessary (including start and end date(s) of leave):**	
Employee signed:	**Date:**
Partner signed:	**Date:**
Manager authorised: Yes ☐ No ☐ **If no; give reason(s):**	**Name:** **Date:**

Variation of leave request

My personal circumstances have changed and I am requesting to vary Choose an item. period(s) of leave. **Proposed changes are as follows:**	
Amended start date(s): Please list the start dates of each block if you are requesting a discontinuous period of leave.	**Amended end date(s):** Please list the end dates of each block if you are requesting a discontinuous period of leave.
Total weeks to be taken:	
Physical return date: (opportunity to take into account accrued annual leave)	
Please provide further details, if necessary:	
Employee signed:	**Date:**
Partner signed:	**Date:**
Manager authorised: Yes ☐ No ☐ **If no; give reason(s):**	**Name:** **Date:**

Once authorised please e-mail or return to the School or to the School's Payroll provider.