**Private and Confidential**

*[*Insert name]

[Insert address]

[Insert date]

Dear [insert name],

Thank you for informing us of your entitlement to take shared parental leave.

Based on the information that you have provided, I can confirm that you are entitled to take shared parental leave. If your situation changes so that you are no longer entitled, you must inform us immediately.

You have informed us that you wish to take shared parental leave and shared parental pay between the following dates: [insert dates for leave and pay which may be different].

The dates given above are taken as an indication of the dates on which you wish to take leave. In order to actually book in a period of shared parental leave, you must complete a period of leave notice. A notice must be submitted at least eight weeks before the leave you wish to take, and you can submit a maximum of three notices.

A period of leave notice may be used to book in either a single block of leave or a series of more than one separate blocks of leave (discontinuous leave). Where a single block is notified, you are entitled to take this leave. Where discontinuous leave is notified, this is subject to agreement by your line manager who will consider the request and inform you in writing of the outcome.

[Select from the paragraphs below and delete as appropriate]

Because the dates you have given us are merely indicative of when you may wish to take leave, you must submit a period of leave request in order to formally request the leave.

[OR]

You have informed us that the dates provided represent your intention to take leave on these dates, rather than just an indication of when you might take them. These dates are therefore binding: [insert dates].

[Select from the paragraphs below and delete as appropriate]

[If this is one continuous period or if it is a discontinuous period but the company agrees to the request] You will be on shared parental leave from [insert date] to [insert date]. This is a total of [insert number] weeks.

Your first day back at work after this period of shared parental leave will be [insert date].

[Optional] You are entitled to shared parental pay from [insert date] to [insert date]

[Optional] You are also entitled to enhanced shared parental pay from [insert date] to [insert date].

[OR]

[If this is not a continuous period and the company does not agree to the request] The Company is unable to agree to your request for discontinuous leave. The next step is for your line manager to discuss with you any alterative options.

If no agreement is reached within two weeks of the period of leave notice being submitted your options are:

* take the discontinuous periods of leave requested in one continuous block, beginning on the original start date;
* take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify the company of the new date within 19 days of the date of the original request;
* withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests.

You can find more information on shared parental leave in the Company’s shared parental leave policy which is available from the HR department.

Please do not hesitate to contact me if there is anything you would like to discuss in more detail.

Yours sincerely,

*[Insert name]*

*[Insert job title]*