*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

Further to our receipt of your period of leave notice, I confirm below the arrangements for your period of shared parental leave.

[EITHER]

Because the period of leave you have included on your notice is a single period, I can confirm that you are entitled to take leave between those dates. For the sake of clarity, you will therefore take a period of SPL from *[insert dates submitted on the period of leave notice].* 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].*

You can issue notice to us of your request to take shared parental leave a maximum of three times. If you would like to request any further periods of SPL, or change the dates of SPL already booked, please note that we will need eight weeks’ notice. You must also give us eight weeks’ notice if you wish to return early from SPL.

[OR]

You have requested [number] of blocks of leave on the dates below which we are happy to agree to:

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

This is a total of *[insert number]* weeks.

If you would like to change the dates of SPL already booked, please note that we will need eight weeks’ notice. You must also give us eight weeks’ notice if you wish to return early from SPL.

[OR]

I note that your notice contains a request for leave in separate blocks. You do not have the automatic entitlement to take discontinuous shared parental leave which is requested in one notice, and leave requested in this way must be agreed with us. Unfortunately, I am not able to agree your request because [insert reasons why the pattern of leave requested cannot be accommodated].

However, I am in a position to propose alternative dates of leave that the Company would be able to agree to because *[insert reasons]*. These dates are as follows: *[insert alternative dates].*

Please let me know in writing if you agree to the alternative dates. It is important that you come back to me as soon as possible due to the time limits involved. If we are unable to come to an agreement on alternative dates within two weeks of your original request you have the following options:

* submit a new request for leave
* 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 five days of the two week period referred to above
* 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.

[EITHER]

You are entitled to shared parental pay from *[insert date]* to *[insert date]*. This will be paid at the rate set by the government.

[OR]

We operate a Company shared parental pay scheme which you are eligible for. Therefore, you are entitled to enhanced shared parental pay from [insert date] to [insert date].

Your normal terms and conditions will continue to apply during this SPL period, including annual leave accrual, with the exception of pay.

You can work for up to 20 days during SPL without affecting your entitlement to any shared parental leave or shared parental pay you have left. If you would like to work any ‘Shared Parental Leave In Touch’ (SPLIT) days during the period set out above, please inform me as soon as possible. Alternatively, you may be asked to work a SPLIT day to attend departmental meetings, training etc.

There is no obligation on you to work a SPLIT day, however, if you are interested in working one or more during your leave then please do not hesitate to contact me at the time so that consideration can be given to this request. SPLIT days may only be taken where the dates are mutually agreeable for us both and payment will made at your normal rate offset against any shared parental pay that you are receiving at the time.

You can find more information on SPL in the Company’s SPL policy which is available as an appendix to the Staff Handbook.

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]*