**APPENDIX 11F – EMPLOYERS’ HANDBOOK**

**SAMPLE LETTER -** *(Text in blue needs to be amended as appropriate. Text in red should be deleted before issuing)*

**SHARED PARENTAL LEAVE: REFUSAL OF A DISCONTINUOUS LEAVE BOOKING**

Date dd/mm/yy

Dear ...................

Thank you for your notice booking Shared Parental Leave that was given on dd/mm/yy

Having given the proposal thorough consideration, I regret that the organisation is unable to agree to the pattern of discontinuous leave that you requested.

Unless your notice is withdrawn the total amount of leave requested in your notice, amounting to ............... weeks, will automatically become a continuous block. Unless the organisation is informed otherwise this will begin on the date you originally requested your leave period to start dd/mm/yy.

If you would like the period to begin on a different date please confirm this to **[name of individual/HR department]** on or before dd/mm/yy. Please remember that the start date cannot be sooner than eight weeks from the date your original notice was given.

Alternatively you may withdraw your notification on or before dd/mm/yy. This would then not count as one of your notifications.

If you have any questions about any aspect of your Shared Parental Leave and/or pay entitlement, please do not hesitate to speak to [**name of individual/HR department]**.

Yours sincerely

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