# TEMPLATE LETTER

**DISCONTINUOUS LEAVE REJECTION**

## PRIVATE & CONFIDENTIAL

<Addressee>

<Address>

<Date>

Dear <Addressee>

### Request for Shared Parental Leave

Thank you for your notice requesting discontinuous periods of shared parental leave [and your attendance at a meeting to discuss your request]. Unfortunately, the organisation cannot agree to the periods of shared parental leave that you have requested [and we were unable to reach a compromise]. You requested periods of leave as follows:

* You have requested that your first period of shared parental leave will start on [date] and finish on [date].
* You have requested that your second period of shared parental leave will start on [date] and finish on [date].
* You have requested that your third period of shared parental leave will start on [date] and finish on [date].

Having given the matter thorough consideration, I regret that the Council is unable to accommodate your proposed pattern of shared parental leave. The [reason/reasons] for this [is/are] set out below.

This pattern of shared parental leave would [adapt as required]:

* [have a detrimental effect on the Council’s ability to meet its customers' demands;
* have a detrimental effect on the Council’s ability to complete [details of project];
* create unacceptable difficulties for the Council as it [would be/has been] unable to make arrangements to reorganise your work among other staff;
* create unacceptable difficulties for the Council in finding suitable cover for you during your absences;
* be inappropriate due to planned structural changes.

The reason why this is relevant to your request for discontinuous periods of shared parental leave is [explain further why the employee's request is not workable].

You can still take the leave as one continuous period of leave. To do so, you must choose a start date no sooner than [date that is eight weeks from the date on which the period of leave notice was originally given]. You must notify the organisation of that date by [date that is five days after the end of the two-week discussion period]. If you do not choose a start date by this date, the period of continuous leave will start on [date of the first period of leave requested in the period of leave notice].

You can also withdraw your period of leave notice requesting discontinuous periods of leave, as long as you do so no later than [date that is 15th day after the period of leave notice was submitted]. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the three requests for shared parental leave that you can make.

If you have any questions about any aspect of your shared parental leave entitlement, please do not hesitate to contact me.

Yours sincerely

Line Manager