**Appendix 9: Meeting to discuss SHPL Booking Request Letter**

**MODEL LETTER – Meeting to discuss Shared Parental Leave booking request**

**PERSONAL**

**(Employee Name)**

**(Job Title**

**(Service)**

**(Directorate)**

**(Location)**

Dear (Employee Name)

**MEETING TO DISCUSS SHARED PARENTAL LEAVE BOOKING REQUEST**

Thank you for your notice to book a period of Shared Parental Leave dated …………. I would like to meet with you to discuss your notification.

A meeting has therefore been arranged at **[location]** on **[date]** at **[time]**. You may, if you wish, be accompanied by a work colleague or trade union representative. Please let me know if this is not suitable and an alternative date and time can be identified.

I will endeavour to grant your request where possible, but we will also need to consider the effects of your proposed pattern of Shared Parental Leave on the organisation, the work of your service and your colleagues. It would be helpful if you are willing at the meeting to discuss possible alternatives to the pattern of leave that you have requested with a view to seeking a compromise arrangement that suits both parties (if this is necessary).

Following the meeting, a decision will be made on the feasibility of your requested pattern of Shared Parental Leave and this will be communicated to you in writing no later than the 14th day after the notification was made. If we cannot agree to your original request or a compromise arrangement by …………….. **[date that is two weeks from the date period of leave notice was submitted]**, you will still have the opportunity to take the leave as one continuous period of leave.

You can also withdraw your Period of Leave Notice requesting discontinuous periods of leave, as long as you do so by ………………… [**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 A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the three requests for Shared Parental Leave that you can make.

Please contact me to confirm whether you are able to attend the meeting suggested above or, if not, to suggest an alternative time and date.

Yours sincerely

Line Manager

c.c - Personal File