**Appendix 11: Refusal of a discontinuous SHPL Booking Request Letter**

**MODEL LETTER – Refusal of a discontinuous Shared Parental Leave request**

**PERSONAL**

**(Employee Name)**

**(Job Title**

**(Service)**

**(Directorate)**

**(Location)**

Dear (Employee Name)

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

Thank you for your Period of Leave Notice for Shared Parental Leave dated …………………………

Having given the request thorough consideration, I regret that the Council is unable to accommodate the proposed pattern of discontinuous leave you requested **[ *add if applicable* and we are unable to reach a compromise]**. The pattern of leave would ……………………………… **[insert reason(s) for refusal].**

Unless your notice is withdrawn the total amount of leave requested in your notice, amounting to …………… weeks, will automatically become a continuous block. Unless you inform otherwise, this will begin on the date you originally requested your leave period to start i.e on ………………….

If you would like the period to begin on a different date please confirm this to me on or before ……………………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 Notice on or before ……………... This would then not count as one of your three notifications you are permitted (see Sections 6 and 7 of the Shared Parental Leave Guidance for further information).

If you are unhappy with decision to refuse your discontinuous leave request, you can submit an appeal in writing to your Head of Service within 14 days of receiving this letter. (See Section 6 of the Shared Parental Leave Guidance for further information).

If you have any questions about your Shared Parental Leave and/or pay entitlement, please do not hesitate to contact me.

Yours sincerely

**Line Manager**

cc - Personal file