**Invite to Discuss Discontinuous SPL Request**

[Date]

Dear

Thank you for submitting your request to book the following discontinuous periods of shared parental leave:

|  |  |  |
| --- | --- | --- |
| **Leave Start Date** | **Leave End Date** | **Total Weeks** |
|  |  |  |
|  |  |  |
|  |  |  |

I would like to discuss your request with you to explore how your proposed pattern of shared parental leave might work in practice, and also to discuss the potential implications of your suggested pattern of shared parental leave. I therefore invite you to attend a meeting on [date] at [time]. You may, if you wish, bring a colleague or trade union representative with you to the meeting.

I will give full consideration to your request, but I must also consider the potential impact of your proposed pattern of shared parental leave on the [insert School/RI/Service]. If following discussion I determine that your request cannot be agreed in its current form, it would be my intention to discuss possible alternatives with a view to seeking a compromise that suits both parties.

Following the meeting, HR will confirm my decision in writing before [insert date – no later than 14 days after original submission]. If I cannot agree to your original request or any compromise arrangement then you will have the opportunity to withdraw your request or to take the leave as one continuous period of leave. Please read the University’s policy on Shared Parental Leave for further information.

Yours sincerely

[Manager Name]

**CC – College/US HR Team**