Template letter for refusal of a discontinuous leave booking for Shared Parental Leave

Date [dd/mm/yy]

Dear ...............,

Thank you for your notice to book Shared Parental Leave, given on [dd/mm/yy].

Having given it careful consideration, I regret that the organisation is not able to agree to the discontinuous leave you requested.

The total amount of leave you requested – …… weeks – will automatically become a continuous block or you can withdraw the request.

Unless you tell us otherwise, the continuous leave 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 manager/ HR department] on or before [dd/mm/yy]. Please remember that the start date cannot be sooner than 8 weeks from the date you gave your original notice.

If you withdraw your notification on or before [dd/mm/yy], it will not count as 1 of your 3 notices to book Shared Parental Leave.

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

Yours sincerely,

..……………………