**LETTER REJECTING A REQUEST FOR DISCONTINUOUS PERIODS OF**

**SHARED PARENTAL LEAVE**

Dear [NAME]

**Shared Parental Leave**

Thank you for your notice requesting discontinuous periods of shared parental leave. Unfortunately, we are unable to agree to your proposed pattern of shared parental leave for the following reasons:

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

* have a detrimental effect on the Company's ability to meet its customers' demands;
* have a detrimental effect on the Company's ability to meet the needs of the business including [DETAILS];
* create unacceptable difficulties for the Company as it would be unable to make arrangements to reorganise your work among other staff;
* create unacceptable difficulties for the organisation in finding suitable cover for you during your absences;
* be inappropriate due to planned structural changes.

You can still take shared parental leave as one continuous period. To do so, you must choose a start date no sooner than 8 weeks from the date of your original request.

You must notify the Company of that date within the next 5 days. If you do not choose a start date by this date, the period of continuous leave will start on the first date given in your original request.

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

Yours sincerely

[NAME]