**LETTER INFORMING EMPLOYEE OF INELIGIBILITY TO TAKE**

**SHARED PARENTAL LEAVE**

Dear [NAME]

**Shared Parental Leave**

Thank you for notifying us that you wish to take shared parental leave.

Unfortunately, you are not eligible to take this type of leave.

**Example 1 - insufficient service or earnings**

The reason for your ineligibility to take shared parental leave is that your length of continuous service with the organisation, calculated at the eligibility date is or will be less than 26 weeks.

**OR**

Your partner has not been employed or been a self-employed earner in at least 26 of the 66 weeks in the relevant period.

**OR**

Although your partner has been employed or been a self-employed earner in at least 26 of the 66 during the relevant period they do not have average weekly earnings of at least the maternity allowance threshold.

**Example 2 - lack of parental responsibility**

The reason for your ineligibility to take shared parental leave is that as at the eligibility date you or your partner did not have the required responsibility for the care of the child.

**Example 3 - mother/primary adopter not entitled to maternity/adoption leave**

The reason for your ineligibility to take shared parental leave is that you or your partner is not entitled to statutory maternity or adoption leave in respect of the child.

If you would like to discuss your application for shared parental leave, the reasons for your ineligibility, or other types of leave to which you may be entitled, please contact me.

Yours sincerely

[NAME]