**LETTER AGREEING TO DISCONTINUOUS PERIODS OF**

**SHARED PARENTAL LEAVE**

Dear [NAME]

**Shared Parental Leave**

Thank you for your notice requesting discontinuous periods of shared parental leave.

The Company agrees to the periods of shared parental leave that you have requested.

Your periods of leave will be as follows:

* Your first period of shared parental leave will start on [DATE] and finish on [DATE].
* Your second period of shared parental leave will start on [DATE] and finish on [DATE].
* Your third period of shared parental leave will start on [DATE] and finish on [DATE].

During each of your periods of shared parental leave, all the terms of your contract of employment, except in relation to your pay, will continue.

**OPTION 1 - EMPLOYEE ENTITLED ONLY TO STATUTORY SHARED PARENTAL PAY**

Instead of your usual pay, you will, during your shared parental leave, be paid statutory shared parental pay at the rate set by the Government for the relevant tax year. You will get statutory shared parental pay totalling [NUMBER] weeks.

**OPTION 2 - EMPLOYEE NOT ENTITLED TO STATUTORY SHARED PARENTAL PAY**

You will not be entitled to statutory shared parental pay during your shared parental leave because **EITHER** your normal weekly earnings are below the current lower earnings limit for national insurance contributions **OR** you and your partner have or will have received the full 39-week statutory pay entitlement during other periods of statutory leave.

If you subsequently wish to cancel one or more periods of shared parental leave or request a variation to the start and/or end dates of any of your periods of shared parental leave, you may do so by giving notice at least eight weeks before the original or new date, whichever is earlier.

You are eligible to work for the Company for up to 20 days of work during your periods of shared parental leave (known as "shared-parental-leave-in-touch" (SPLIT) days) without bringing your shared parental leave to an end and without the loss of a week's shared parental pay (where it is due in that week). For these purposes, work can also include work that you are required to do under your contract of employment and may include training or any activity done for the purpose of keeping in touch with the workplace such as attendance at conferences, appraisals or team meetings.

During your periods of shared parental leave, the Company may contact you about the possibility of working SPLIT days. You may also write to the Company to request to work on SPLIT days. However, you are under no obligation to agree to attend work and the Company is under no obligation to offer you SPLIT days. It is entirely your decision and you will not be subjected to any form of detriment if you do not wish to agree to work SPLIT days.

In any event, the Company reserves the right to maintain reasonable contact with you from time to time during your shared parental leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work in your absence.

The Company treats personal data collected while managing your shared parental leave and pay in accordance with its data protection policy.

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

Yours sincerely

[NAME]