**LETTER CONFIMING CONTINUOUS PERIOD OF**

**SHARED PARENTAL LEAVE**

Dear [NAME]

**Shared Parental Leave**

Thank you for your notice requesting a continuous period of shared parental leave. I can confirm that you are entitled to take the period of shared parental leave requested. Your period of leave will commence on [DATE] and finish on [DATE].

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

***[Option 1 - employee entitled only to statutory shared parental pay***

Instead of your usual pay you will be paid statutory shared parental pay at the rate set by the Government for the relevant tax year. Your statutory shared parental pay period will commence on [DATE] and end on [DATE].**]**

***[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 either have or will have received the full 39-week statutory pay entitlement during other periods of statutory leave.**]**

If you subsequently wish to cancel the leave or request a variation to the dates of shared parental leave, you may do so by giving at least eight weeks’ notice.

You are eligible to work for the Company for up to 20 days of work during your period 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.

During your period 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 organisation 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, we reserve 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 returning 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.

We treat personal data collected while managing your shared parental leave and pay in accordance with the organisation's 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]