Notices to book Shared Parental Leave

Template for a letter or email the employee needs to send to their employer to book a block of Shared Parental Leave (SPL) and/or Shared Parental Pay (ShPP).

There are 2 templates – use the one that applies to you.

1. **Notice to book a block of continuous SPL**

Complete this if you want to book a block of SPL. Your employer must accept this, although they can discuss it with you.

1. **Notice to book a block of discontinuous SPL**

Complete this if you want to book in a single notice weeks of SPL arranged around some weeks where you work and some where you take SPL. Your employer can refuse this or discuss it with you. Find out more on [www.acas.org.uk/spl](http://www.acas.org.uk/spl)

**Using these templates**

* Enter your own details where there are [square brackets]. You will need to add in dates, personal details or delete parts that do not apply to you.
* If you do not want to claim ShPP for this notice, or if you do not qualify for ShPP, delete those parts.
* You can only give notices to book SPL when you’ve confirmed your entitlement to SPL and/or ShPP with both your own employer and the employer of the person you’re sharing this entitlement with.
* You can usually make up to 3 notices to book or change SPL dates.
* You must give your employer 8 weeks’ notice of any SPL or ShPP you want to take.
* Parents and employers should keep a copy of any completed notices.
* Some employers may provide their own standard notices for employees to use.
* Find out more about SPL and ShPP at [www.acas.org.uk/spl](http://www.acas.org.uk/spl)

1. Notice to book continuous Shared Parental Leave

[date dd/mm/yy]

Dear [name of manager or employer],

My current remaining entitlement to Shared Parental Leave (SPL) is […] weeks.

This notice is to book a period of […] weeks of SPL.

I will be taking a continuous period of leave from [date dd/mm/yy] to [date dd/mm/yy].

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is […] weeks.

During my period of SPL I would like to receive […] weeks ShPP.

I would like this paid from [date dd/mm/yy] to [date dd/mm/yy].

I understand this counts as 1 of my 3 notices to book leave and I have […] notices remaining.

Yours sincerely,

…………………

2. Notice to book discontinuous Shared Parental Leave

[date dd/mm/yy]

Dear [name of manager or employer],

My current remaining entitlement to Shared Parental Leave (SPL) is […] weeks.

I would like to take a discontinuous leave in the following blocks [add as many dates as you are requesting]:

* from [date dd/mm/yy] to [date dd/mm/yy]

I understand that you do not have to agree to this and that if we do not reach an agreement within 14 days of the date I gave this notice, I must either withdraw the notice 15 days after the notice date or take the total amount of SPL requested in this booking as one continuous leave.

I understand my leave will begin on the start date of the first block of leave I requested unless I notify you within 19 days of the notice date of a different start date. [A new start date must be at least 8 weeks after the notice date.]

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is […] weeks.

During my SPL I would like to receive […] weeks of ShPP.

If the proposed period of SPL is agreed I would like to be paid ShPP [add as many dates as you are requesting]:

* from [date dd/mm/yy] to [date dd/mm/yy]

I understand this counts as 1 of my 3 notices to book leave and I have […] notices remaining.

Yours sincerely,

………………..