



Shared Parental Leave Informal Meeting Guide

If you're having an informal meeting with a colleague after they've told you that they want to take Shared Parental Leave, then there are some things that you'll probably need to discuss. There's no need to use the exact wording below, it's just a guide – so use your personal style and language.

Before holding this meeting, make sure that you've read the [Co-op Shared Parental Leave Policy](#).

You don't need to return this form to HR Services – just keep a copy.

Colleague details

Colleague name	
Business/Location	
Job title	
Date of meeting	
Representative name (if relevant)	

Reasons for discussion

We're meeting today to talk about the patterns of Shared Parental Leave the business might be able to accommodate before you make a formal request. Just so you're aware, this doesn't count towards your maximum of three requests.

Share Parental Leave request

Remember: If the colleague requests to take a single continuous block of Shared Parental Leave, you must approve this request.

Can you confirm the dates you'd like to talk about taking as Shared Parental Leave?

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Impacts and considerations

[IF APPLICABLE]

If you were to go ahead with this request, I'm concerned about the impact this Shared Parental Leave pattern might have, in particular....

- Detail below any concerns you have about the pattern of Shared Parental Leave the colleague is requesting

[IF APPLICABLE]

I'm unsure whether these concerns can be overcome to allow you to take your requested pattern of leave. Are there any alternative patterns of leave that you'd like to talk about?

[IF APPLICABLE]

I have some thoughts about alternative leave patterns which I'd like to talk to you about which the business would be more likely to be able to accommodate.

- Write in the box below any alternative dates which you want to discuss with the colleague and then record their views about these

Remember: This isn't a formal request. Remind the colleague that they need to complete SPL Form 1 to confirm that they are eligible to take Shared Parental Leave and then make a formal request using SPL Form 2 – Shared Parental Leave Application. Both forms can be found on the Intranet.

Employee Assistance Programme

Remember we have an [Employee Assistance Programme](#) (EAP) who can provide colleagues with support. They can contact the EAP on 0800 069 8854. It's independent and totally confidential. And there's no charge for Co-op colleagues.