



Shared Parental Leave Formal Meeting Guide

If you're having a formal meeting to talk about a request to take discontinuous blocks of shared parental leave request, 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.

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

Before holding the meeting, make sure you've read the [Co-op Shared Parental Leave Policy](#). Remember that you should invite the colleague to the meeting in writing, using the template letter SPL3 available on the Intranet. You need to give the colleague your decision within 14 days of their request, so make sure you hold this meeting in plenty of time to consider your decision and give them an answer.

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 your request to take discontinuous blocks of Shared Parental Leave. This will help me decide whether your requested leave pattern can be accommodated.

Shared Parental Leave Request

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

Can you confirm the dates you've request to take Shared Parental Leave?

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Impacts and considerations

I'm concerned about the impact this leave pattern may have, in particular....

- If you have any concerns about the request, record these before the meeting in the box below and then explain them to the colleague in the meeting. Record any points they make which could overcome your concerns.

[IF APPLICABLE]

I'm unsure whether these concerns can be overcome to allow you to take Shared Parental Leave on the dates you've requested. I have some thoughts about alternative leave dates which I'd like to talk to you about. Are there any alternative leave dates or patterns that you'd like me to consider?

Remember: If you agree an alternative leave pattern with the colleague, this will still only count as one request for the colleague. The colleague can make three requests for leave.

Decisions

- Once you've decided the outcome, meet with the colleague again (if necessary) to give them your decision. You must give the colleague your decision within 14 days of the date they made their original request.

Giving the Outcome

- If you're able to accept the request for Shared Parental Leave, either on the original dates given by the colleague or the alternative dates discussed in the meeting:

I'm pleased to be able to grant your request to take Shared Parental Leave on: [**DATES** – as detailed in your request OR alternative dates as discussed during our meeting]

I'll confirm this in writing and inform HR Services, so that you get any pay which you're entitled to for this period of leave.

If you want to change the dates we've agreed, you need to submit another request to me in writing. This request will count towards the maximum number of three requests for Shared Parental Leave.

Do you have any questions?

- Record below any questions from the colleague and the steps you'll take to provide answers and by when

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Remember: If you've approved the colleague's request, you should call HR Services to inform them and send them a copy of the SPL Form 2 to be placed on the colleague's record. HR Services will then send a letter to the colleague confirming the leave and pay arrangements.

- If you're unable to accept the request for Shared Parental Leave, either on the original dates given by the colleague or the alternative dates discussed in the meeting:

Having discussed this with you I've decided that I'm unable to agree for you to take Shared Parental Leave on the dates you have requested. This is due to [**INSERT REASONS**].

I understand that this isn't the outcome you were looking for. You now have the following options:

- Withdraw your request completely (this won't then count towards your maximum of three requests for Shared Parental Leave), within 14 calendar days of the date that you made your original request.
- If you don't withdraw your request within 14 calendar days, your request will default to a single continuous block of leave. You can choose when you'd like this to start, but it can't

be earlier than eight weeks after the date of your original request for leave. You must give me the date of when you'd like your continuous period of leave to start within 19 days of the date of your original request. If you don't tell me when you'd like to start your leave, it will automatically begin on the date that your earliest requested period of leave would have started.

Do you have any questions?

- Record below any questions from the colleague and the steps you'll take to provide answers and by when

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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.