# Application to Book Shared Parental Leave (SPL2)

You should use this form if you want to request periods of Shared Parental Leave, or if you want to change any periods of leave which have already been approved. Remember, you must give at least eight weeks' notice of any leave you want to take. Once you've completed the form, give it to your manager who'll consider your request.

Before requesting any periods of Shared Parental Leave, make sure you've submitted the right SPL Form 1 (there are four different versions of this depending on your circumstances), which confirms that you're eligible to take Shared Parental Leave. It's also helpful to talk to your manager informally first about what types of request could be accommodated, before you fill in this formal request form.

If you have any questions about Shared Parental Leave, please contact HR Services on 0330 606 1001.

## **Colleague details**

Business / Location	
Colleague name	
Employee number	

#### Shared Parental Leave request (to be completed by the colleague)

Date of request:	This is my: 1 <sup>st</sup> request 2 <sup>nd</sup> request 3 <sup>rd</sup> request					
I would like to take Shared Parental Leave as:						
Single continuous period of leave						
Single continuous period of leave or Multiple blocks of leave Please provide the dates when you would like to take Shared Parental Leave. If you're requesting multiple blocks of leave, please clearly state the start and end dates of each block of leave requested:						
Colleague's name	Colleague's signature					

#### **Manager's response** (to be completed by the authorising manager)

#### Please note, if the request is for one continuous period of leave, it can't be declined.

I can confirm that your request to take Shared Parental Leave on the above dates has been agreed/declined* (*delete as applicable)				
If declined, please detail other options consi	idered:			
If alternative dates can be approved, please detail below:				
Manager's name	Manager's signature			

Withdrawal of request (to be completed by the colleague where applicable)

If you make a request to take Shared Parental Leave in discontinuous blocks and this is declined, you can withdraw it at any time up to 14 days after you submitted the request. This will then not count towards your three requests.

I can confirm that I would like to withdraw the above request.		Date:/_		
Colleague's name		Colleague's signature		

### Note to the manager

If you approve the request, you should return this form to HR Services, 7<sup>th</sup> Floor, 1 Angel Square, Manchester. M60 0AG or email to <u>HRServices@co-operative.coop</u>.

If you decline the request, this form should be stored securely for 19 days. If, after 14 days from the date of the original submission, the request hasn't been withdrawn, and after 19 days the requested start date hasn't been changed, you should complete the declaration below and return this form to HR Services, 7<sup>th</sup> Floor, 1 Angel Square, Manchester, M60 0AG or email to <u>HRServices@co-operative.coop</u>. The request will then default to one continuous period of leave for the total time originally requested, beginning on the date the first block of leave was originally requested to start.

**Manager's declaration** (to be completed by the authorising manager for appropriate declined requests)

I declare that 14 days after the above required colleague has not withdrawn this request, colleague has not advised that they wish to their Shared Parental Leave.	Date://	
Manager's name	Manager's signature	

HR Services will let you know that they have received this form, and will send a letter to the colleague to confirm the approved period(s) of Shared Parental Leave.