

**Request for Shared Parental Leave**

by parent who wants to take

Dear <<name of person to whom

e.g. HR Manager>>

**Request for Shared Parental Leave**

I refer to the Notice of Entitlement to Shared Parental Leave I gave you on <<insert date>>.

I understand that:

- I can request to take part of my leave as one continuous block or as a number of discontinuous blocks of leave;
- A maximum of three requests for discontinuous periods of leave can normally be made by each parent; and
- My partner and I must take our leave within 52 weeks of the birth of my child.

I am writing to let you know that I am requesting a period of Shared Parental Leave from <<insert date>> to <<insert date>>.

[I would like to take a further period of Shared Parental Leave from <<start date>> to <<end date>>.]

Yours sincerely

Signed