

Request to Vary a Period of

Shared Parental Leave

**To be given by a parent who
request**

existing parental leave

Name of Employee

Dear <<name of person to whom

e.g. HR Manager>>

Request to vary shared par

I refer to the Request for Leave
intending to take Shared Parental
original end date>>.

ate>> stating that I was
original start date>> to <<insert

I am now writing to vary that Sha
period of Shared Parental Leave
instead of on the dates I original

est. I now intend to take a
>> to <<insert end date>>

I understand that this variation c
Parental Leave that I am entitled

number of requests for Shared

Yours sincerely

<<Name of employee>>

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