

You are satisfied with this outcome – your leave will start on the specified date unless you later vary or cancel it

Line manager considers request, holds meeting if necessary and makes decision within 14 days

You are satisfied with taking one block but want to start it at a different time – notify your line manager of the new start date within 19 days of the date you originally submitted the request

HR will confirm this decision in writing

Alternative dates are agreed between you and your line manager

REQUEST RENEGOTIATED

CONTINUOUS LEAVE

HR will confirm the SPL in writing and leave starts as planned

REQUEST APPROVED

This option does not suit you – withdraw your notice within 15 days of the date you originally submitted the request

Total amount of leave requested is added together to be taken as one block starting on the first day of the first block of leave

*(default statutory position)*

REQUEST REFUSED

DISCONTINUOUS LEAVE

Complete ‘Notification of Eligibility’ form and ‘Booking SPL’ form and submit to your line manager, giving at least 8 weeks’ notice of leave starting

You want to request a period or periods of Shared Parental Leave (SPL)