**Agenda to discuss request for discontinuous periods of shared parental leave (SPL)**

1. Thank you for meeting with me to discuss your request of [date] for discontinuous periods of SPL leave. [Introduce all those present and confirm their roles in the process.]
2. [I note that you have brought [companion’s name] along as your companion. They can liaise with you but should not answer questions put directly to you.] OR [You have chosen not to be accompanied at this meeting.]
3. [Please take your time; [name] needs to make a note of what you’re saying so I may need to stop you every now and then to do so.]
4. You have confirmed that you are eligible for shared parental leave. I have a copy with me today of your Declaration and Period of Leave Notice.
5. Please can you confirm the dates of shared parental leave that you have requested and from when they are to start? Please can you confirm the pattern of shared parental leave which you require?
6. Your Period of Leave Notice was submitted more than eight weeks in advance of the first date of SPL you have requested but because you have asked for discontinuous periods of SPL we are not obliged to approve your request. If we do not initially agree to your request, there is a two week discussion period following the date of your Period of Leave Notice to see if we can agree on a pattern of leave that suits both of us. The purpose of this meeting is to understand the reasons behind your request for discontinuous periods of leave and to see whether we can agree on a pattern of SPL.
7. Can you please explain the reasons for requesting the pattern of leave that you have asked for?
8. Please discuss with me the impact of your request on our organisation, clients and colleagues.
9. Please discuss with me how you consider the impact on our organisation, clients and colleagues might be dealt with.
10. I consider that the pattern of leave you have requested may cause difficulties because [details]. [Explain the difficulties you might experience (e.g. problems finding cover for shorter periods, inability to reorganise work amongst other staff, disruption to client relationships etc).[[1]](#footnote-1)]
11. Do you have any suggestions as to how these problems could be overcome?
12. [If agreement is reached at the meeting: I can confirm that the agreed dates of SPL are [details] and the agreed pattern of leave is [details]. This will also be confirmed in writing.]
13. [If no agreement is reached at the meeting: I will consider your request, make further enquiries where appropriate and respond to you verbally and in writing with my decision. I will give you my decision by no later than [date within two weeks of the date of the Period of Leave Notice]). If we are unable to agree on a pattern of leave you will have the option of taking your SPL as one continuous block starting on the first date given in your Notice or taking your SPL as one continuous block starting on a different date or withdrawing your Period of Leave Notice.]
14. Do you have any further questions?
15. Close.

1. Turning down the request could be discriminatory and so you should take advice from Halborns before explaining the difficulties that you may face. [↑](#footnote-ref-1)