**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First**

[Letterhead Details]

***Addressee (Full Name)***

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**Address 5**

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Confirmation of Unpaid Ordinary Parental leave**

I am writing to confirm our discussion about your request for Unpaid Ordinary Parental leave.

You have requested to take ***[Insert details of request e.g. how long and what dates have been requested]***.

Use relevant paragraph from the following 2 paragraphs and delete other\*

\*You have previously taken ***[Insert number]*** weeks of Unpaid Ordinary Parental leave and therefore have ***[Insert number – employees can take up to 18 weeks unpaid leave for each child, but only 4 weeks in one year ]*** left to take.

\*You have not previously requested to use any Unpaid Ordinary Parental leave, you can therefore request up to 4 weeks leave this year and then a further 14 weeks up to your child’s 18th birthday.

\*Chose relevant paragraph from the following 2 and then delete the other;

\*We agreed that the time off you have requested can be facilitated and therefore I will process your leave for this period as unpaid. Following this you will then have ***[Insert amount of weeks remaining for employee to take]***  weeks left of Unpaid Ordinary Parental leave to take up to your child’s 18th birthday.

\*Unfortunately I am unable to faciliate the dates you have requested due to ***[Insert reasons]*** therefore we have agreed that you will take the requested time off between ***[Insert dates]***. I will process your leave for this period as unpaid. Following this you will then have ***[Insert amount of weeks remaining for employee to take]***  weeks left of Unpaid Ordinary Parental leave to take up to your child#s 18th birthday.

We agreed that I would contact you ***[Insert details e.g. weekly, fornightly]***, to keep you up-to-date with any changes whilst your are on leave.

As Parental leave is unpaid, pension contributions cannot be deducted during this period, therefore immediately on your return you will need to ensure you contact our payroll department on 03031231144 to agree how the pension contributions can be collected, otherwise the contributions arrangements will automatically be processed as appropriate by payroll.

You will continue to accrue annual leave whilst on Parental leave.

Use the following paragraph if you feel your employee could do with some further support through EAP\*

\*You may also want to consider contacting our Employee Assistance Programme on 0800 716 017 who provide confidential support and information on day to day childcare issues. Alternatively, if you would like some information on Government childcare support scheme to help you with childcare costs you can contact our OWD team at [learning@nhsbt.nhs.uk](mailto:learning@nhsbt.nhs.uk) or telephone  0117921 (2) 7292.

If you have any questions please let me know.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:]***