

Parents Policy

Which letter should I use for which meeting?

Each letter is numbered and a description provided to make it easier for you to identify the correct letter to use. You **must** ensure you use the **correct letter** therefore if you are unsure of which one to use please refer to the details below;

<u>Letter no. and link</u>	<u>Letter Name</u>	<u>When to use the letter</u>
PAR1	Confirmation of return from Parents leave (Maternity / Adoption / Shared Parental leave)	You have contacted your employee to discuss their return to work from Maternity, Adoption or if taking a continuous block of Shared Parental leave and want to write to confirm the details discussed.
PAR2	Confirmation of Unpaid Ordinary Parental leave	You have an met with your employee to discuss and agree their request for some time off under the Unpaid Ordinary Parental leave entitlements, and want to confirm the details of your discussion.
PAR3	Managers Checklist for Maternity, Adoption and/or Shared Parental leave	Checklist to use if you are a manager and one of your employees has advised you that want to take leave because they are either due to have a baby, adopt a child or have responsibility for a baby/child and want to take Shared Parental leave.
PAR4	Employee Checklist for Maternity, Adoption and/or Shared Parental leave	Checklist to use if you are an employee want to take leave because you are either due to have a baby, adopt a child or have responsibility for a baby/child and want to take Shared Parental leave.
PAR5	Managers Checklist for Unpaid Ordinary Parental leave	You are a manager and one of your employees has advised you that want to take Unpaid Ordinary Parental leave

Confirmation letters prior to start of maternity/adoption and/or shared parental leave will be sent to employees directly from HR Direct once they have received the relevant form from your employee.

If you have any other requirements in relation to Parents letters or templates, please contact HR Direct, who can support you with developing your letter.