## **Sample Letter for employer replying to request for negotiated carer leave**

Employee name

Date request received

Date of reply (must be as soon as possible, and not later than 1 month after receiving request)

I am pleased to approve your request to take negotiated carer leave from [day/month/year] to [day/month/year].

Or

I regret to advise you that your request to take negotiated carer leave from [day/month/year] to [day/month/year] is refused. The reason why I am refusing your request is:

I am unable to reorganise work among existing staff because:<<<<<, and/or

I can’t recruit additional staff to do your duties because <<<<<<<<<, and/or

Your absence would have a detrimental impact on quality because<<<<, and/or

Your absence would have a detrimental impact on performance because:<<<<<and/or

Your absence would have a detrimental effect on ability to meet customer demand because <<<<<<, and/or

There are planned structural changes impacting your area and<<<<<, and/or

Because of the burden of additional costs which would be incurred if you took negotiated carer leave because<<<<<