

Notice of pre-adoption leave

Name:		C Number:	
Position:			
School/Office:			
Pre-adoption leave details			
Purpose of leave (e.g. to attend interview, examination):			
Period of leave	Start date/time:	End date/time:	Total period:
Evidence			
<input type="checkbox"/> I have attached evidence that the leave is taken to attend an interview or examination required to obtain approval for adoption.			
Additional Information			
Additional comments (if any):			
Employee signature:		Date:	
Employer response			
<input type="checkbox"/> The employee is eligible for pre-adoption leave and has provided the required evidence.			
Additional comments (if any):			
Employer signature:		Date:	

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Guidance Notes for Employees:

- Read clause 10 of Appendix 1. Providing this completed form to your Employer satisfies the requirement for notice in clause 10(2).
- Provide to your Employer as soon as practicable.
- Enclose evidence that the leave is taken to attend an interview or examination required to obtain approval for your adoption of a child (e.g. letter from the relevant agency confirming interview date).
- If you are entitled to paid leave (e.g. annual leave), you may wish to take such leave instead of taking unpaid pre-adoption leave.

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Guidance Notes for Employers:

- Read clause 10 of Appendix 1. Providing this completed form to you satisfies the requirement for notice in clause 10(2).
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.
- If the Employee is entitled to paid leave (e.g. annual leave), they may wish to take such leave instead of taking unpaid pre-adoption leave.