……..........................., .............................

*(place) (date)*

........................................

*(employee’s name and surname)*

........................................

*(employee’s PESEL number if applicable)*

........................................

*(employee's residence address)*

Request for parental leave for a father-employee

In accordance with Article 1791 § 4 point 2 of the Labour Code due to raising child/children\*………..………………………….......................................................................

*(name and surname of the child/children \*)*

born on ……………………………….……………..……………

*(**date of birth of the child/children\*)*

I request to be granted parental leave:

entirely \*\*,

part of parental leave, i.e. ................ weeks of this leave\*\*

from ……………………...

Enclosed I submit:

…………………………………………………………………………………..

(*list enclosed documents*)

*(date and employee's signature)*

*(confirmation of receiving the information*

*by the supervisor/employer)*

\* delete as appropriate

\*\* tick as appropriate

The request shall be accompanied by

1) a copy of the request for the employee to give up her parental leave in whole or in part or a copy of the request for the insured mother to give up her maternity pay for the period corresponding to the period of parental leave or part thereof;

2) an abridged copy of the birth certificate of the child(ren) or foreign birth certificate of the child(ren) or copies of these documents