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

*(place) (date)*

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

*(employee’s name and surname)*

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

*(employee’s PESEL number if applicable)*

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

*(employee's residence address)*

Request for full or partial paternity leave

In accordance with Article 1823 § 1 of the Labour Code I request to be granted a full / partial\* paternity leave from ................ to................\*

Enclosed I submit:

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

 *(list enclosed documents)*

*(**date and employee's signature)*

*(confirmation of receiving the information*

 *by the supervisor/employer)*

Employee statement

 I declare that I have not previously taken paternity leave for my child/children\* born on ………………..…………….…. .

*(date and employee's signature)*

\* delete as appropriate

The request shall be accompanied by:

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

2) a copy of a final court decision on adoption of a child, in case the application concerns granting paternity leave or its part for an adopted child;

3) a statement of an employee-father raising a child that he has not used paternity leave or its part;

4) a copy of the decision on postponement of compulsory education, in case the application concerns a child with regard to whom such a decision has been made.