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

*(place) (date)*

……...……………………….

 *(employee’s name and surname)*

………………………………

 *(department)*

………………………………

 *(position)*

*……………………………………*

 *(employer's name)*

Request for working time reduction for an employee on parental leave

In accordance with Article 1867 of the Labour Code I submit a request to reduce my working time to ............ in the period from ..................... to ........................, i.e. in the period in which I am entitled to take parental leave for ………………………………………………

*(name and surname of the child)*

 ……………………….

 *(employee's signature)*

Employee Statement

I declare that so far I have used/not used\* the reduction of working time based on Article 1867of the Labour Code in the period from ........................... to ..................................

 ……………………….

 *(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) oświadczenie o okresie, w którym pracownik dotychczas korzystał z wykonywania pracy w obniżonym wymiarze czasu pracy w okresie, w którym mógłby korzystać z urlopu wychowawczego.