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

*(place) (date)*

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

*(employee’s name and surname)*

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

*(employee’s PESEL number if applicable)*

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

*(employee's residence address)*

Request for partial parental leave

In accordance with Article 1821c § 1 of the Labour Code, due to the birth of the child/children\*

………..…………………………......................................................................................................

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

On the date …………………………………………………………………………………..…………

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

request parental leave immediately after maternity leave or at the end of maternity pay for a period corresponding to the period of maternity leave, to my entitlement pursuant to Article 1821a § respectively in parts of parental leave:

of the first part at ............. weeks, from .............. to …..…., \*\*

of the second part on ............. weeks, from .............. to ............, \*\*

a third part with the following dimensions ............. weeks, from .............. to ............,\*\*

fourth part on ............. weeks, from .............. to ............……..…. \*\*

At the same time I inform you that my maternity leave\*/the period of drawing maternity pay for the period corresponding to the maternity leave\* ended on …………………………….,

and so far parental leave has been taken in the period ..................................................... on the basis of .................... number of parts of parental leave taken and/or number of ...... requests for maternity allowance for the period corresponding to a part of parental leave.

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) 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) an employee's statement that the other parent of the child does not intend to take parental leave or receive pay for a period corresponding to the period of parental leave during the period indicated in the request or that the other parent of the child intends to take parental leave or receive pay for a period corresponding to the period of parental leave during the period covered by the request.