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

*(place) (date)*

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

*(employee’s name and surname)*

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

*(employee’s PESEL number if applicable)*

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

*(employee's residence address)*

Request for parental leave for "adoptive parents"

In accordance with Article 1824 § 1 of the Labour Code due to the adoption of the 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 to the full extent of my entitlement

.................................... immediately after leave on maternity conditions

*(32 or 34 weeks respectively)* from ………………………………………

Enclosed I submit:

 …………………………………………………………………………………..

(*list enclosed documents*)

*(date and employee's signature)*

*(confirmation of receiving the information*

 *by the supervisor/employer)*

\* delete as appropriate

The request shall be accompanied by:

1) a statement of the employee on the date of adoption of the child(ren) for upbringing and a copy of the application for initiation of proceedings for adoption of the child(ren), containing the date of birth of the child(ren) with a certificate of the guardianship court on the date of application to the court, or a copy of the final decision of the guardianship court on placement of the child(ren) in a foster family, or a copy of the civil law agreement concluded between the foster family and the starost;

2) a copy of the decision on postponing the compulsory education, if the request concerns a child with regard to whom such a decision has been made.