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

 (place, date)

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

(name and surname of the employee)

…………………………….

(position)

…………………………………..

(organisational unit of the University of Warsaw)

REQUEST

for **additional maternity leave**

Pursuant to Article 1802 § 4 of the Act of 26 June 1974, the Labour Code (consolidated text, Journal of Laws of 2025, item 277, as amended), I submit a request to be granted additional maternity leave

from …………………................................. to ……………….................................

for a child / children: ....................................................................................................................,

born on ..............................................

End date of maternity leave: ..............................................

At the same time, I hereby declare that the other parent of the child will not use additional maternity leave / maternity allowance for the period corresponding to the period of additional maternity leave.

The request is supplemented by: a certificate issued by the hospital.

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

(employee’s signature)

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

(acknowledgement of receipt of the request

 by the superior/employer)

\* delete as appropriate