

NOTIFICATION OF RETURN TO WORK FOLLOWING ADOPTION LEAVE

This form should be completed and submitted to your Manager (for forwarding to ****INSERT NAME & DESIGNATION**) 56 days prior to your return date if you intend returning to work before the end of your 52 weeks adoption leave period. If you intend returning to work at the end of the 52 week period, you do not need to provide notification.

EMPLOYEE DETAILS

Name:		Employing Service:	
Address:		Employee No:	
		Designation:	
		Employment Location:	

ADOPTION DETAILS

In accordance with the conditions of the Council’s Adoption Policy, I hereby give 56 days notice that I wish to return to work before the end of my 52 week adoption leave period.

I will return to work on _____.

Note: The date given above is your date of return from adoption leave and should not be inclusive of any annual leave you intend to take immediately following your adoption leave, before you physically return to work.

Signed _____ Date _____