**Employee form to request change to the start date of adoption leave (adoption from overseas)**

In order to change the start date of your adoption leave, please ensure you give us at least 28 days’ notice.

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| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Employment start date:** |  |
| **Match date:** |  |
| **Original expected date child will enter/entered Great Britain:** |  |
| **New expected date child will enter/entered Great Britain:** |  |
| **Original date of expected placement:** |  |
| **New date of expected placement:** |  |
| **Original start date of adoption leave:** |  |
| **New start date of adoption leave:** |  |
| Signature:  Date: | |