Employee form to request change to the start date of adoption leave (adoption within the UK)

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

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Employment start date: |  |
| Name of Adoption agency: |  |
| Match date: |  |
| Original date of expected placement: |  |
| New date of expected placement: |  |
| Original start date of adoption leave: |  |
| New start date of adoption leave: |  |
| Signature:Date: |