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| **CLERGY APPLICATION FOR ADOPTION LEAVE**  For notifying the Diocese HR Team that you wish to take Adoption leave.  Please return along with your Proof of Adoption to [humanresources@bristoldiocese.org](mailto:humanresources@bristoldiocese.org)  *NB: Please notify to the HR Team as early as you can, as soon as is practicable.* | | | | |
| **Name** | Click or tap here to enter text. | | | |
| **Role** | Click or tap here to enter text. | | | |
| **Start Date** *(in post – if less than 26 weeks before EWC please say what your previous role was)* | | Click or tap here to enter text. | | |
| **Parish / Context** | Click or tap here to enter text. | | | |
|  |  | |  |  |
| **A – Adoption Leave** | | | | |
| My Expected Match Week | | | Click or tap here to enter text. | |
| I wish to commence my adoption leave\* on: | | | Click or tap here to enter text. | |
| *\*If child is placed late or early, you can amend the dates of your leave.* | | | | |
|  | | |  | |
| **B – Statutory forms – please save send to HR** | | | | |
| I have enclosed my Proof of Adoption | | | | |
|  | | |  | |
| I will tell you within 28 days if the date of placement (or UK arrival date for overseas adoptions) changes.  Within 7 days of being matched with a child I will tell you the actual date of my child’s placement with us so that you can confirm the date my Adoption Leave ends.  I will also confirm my intended date of return 28 days before I return if I intend to return before the end of the Ordinary Adoption Leave, or before the end of the Additional Adoption Leave. | | | | |
| Your signature:  Click or tap here to enter text. | | | Date:  Click or tap here to enter text. | |

*Under the terms of the Data Protection Act, the information provided on this form will be held in confidence for the purpose of HR and Payroll Administration and no other purpose*