

Appendix 2

Application for Adoption Leave

Date of request: _____

(applications should be made in conformity with the provisions of the PSMC Manual on Work-Life Balance Measures and Directive 8)

SECTION 1: APPLICANT'S DETAILS

Surname _____

Name _____

Ministry/ _____
Entity

Department/ _____
Directorate

Grade/Position _____

ID Card No. _____

E-Mail Address _____

Office Tel. _____

SECTION 2: ADOPTION LEAVE APPROVED BY DIRECTORS *(tick and fill in as appropriate)*

Adoption Leave: fourteen (14) weeks additional four (4) weeks

Period of Adoption Leave being requested: From _____ To _____

International Adoptions: Additional unpaid leave *(cross out if not applicable)*

From _____ To _____ *(not exceeding three (3) months in aggregate)*

Document(s) supporting request enclosed with application: Yes No

Is spouse / partner in a civil union benefiting from this policy? Yes No

I intend to resume duties on : _____

An employee who has been granted paid Adoption Leave is required to work for an uninterrupted period of six (6) months for each period of adoption leave. If Adoption Leave is shared, the six (6) months service will be computed pro-rata according to the period of paid Adoption Leave utilised by each parent.

I, the undersigned, declare that the information and documentation submitted in this application is correct.

Signature of Applicant: _____

Date: _____

For Official Use: Approved Not Approved *(if not approved please state reason)*

Signature of Director/Head of Dept _____ **Date** _____

Directors should take disciplinary action when officers fail to resume duty at the expiration of Adoption Leave.

The information supplied in this application form shall be used exclusively by the employing Ministry and the People & Standards Division for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.

Signature of Head of School

Signature of College Principal