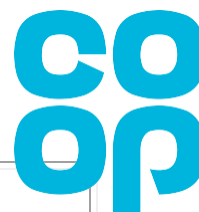


Application for Adoption Leave Form (AL1)



COLLEAGUE DETAILS	
Business	
Colleague name	
Employee number	
Start date	

ADOPTION DETAILS (To be completed by the colleague)			
I give notice of my absence due to adoption			
Matching Certificate or Official Notification enclosed	Yes <input type="checkbox"/>	Adoption Leave to start on/...../....
Placement date/...../.....	I participate in the Co-op Childcare Vouchers Salary Sacrifice Scheme	Yes <input type="checkbox"/> No <input type="checkbox"/>
		I participate in the Co-op Pension Salary Sacrifice Scheme	Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTES			
<ul style="list-style-type: none"> - Adoption Leave can begin either during the week of placement or no more than 14 days before the placement - If, after you've submitted this form, the placement date is changed or you change your mind about when you want to start your Adoption Leave, you must give your manager at least 28 days' written notice, or as soon as you can if this isn't practically possible. 			
Colleague's signature		Date	
Manager's signature		Date	

Please give this form, together with a copy of the Matching Certificate or Official Notification of Adoption, to your manager who will send them to HR Services.