

### Notice of pre-adoption leave

Name:		C Number:	
Position:			
School/Office:			
<b>Pre-adoption leave details</b>			
Purpose of leave (e.g. to attend interview, examination):			
Period of leave	Start date/time:	End date/time:	Total period:
<b>Evidence</b>			
<input type="checkbox"/> I have attached evidence that the leave is taken to attend an interview or examination required to obtain approval for adoption.			
<b>Additional Information</b>			
Additional comments (if any):			
Employee signature:		Date:	
<b>Employer response</b>			
<input type="checkbox"/> The employee is eligible for pre-adoption leave and has provided the required evidence.			
Additional comments (if any):			
Employer signature:		Date:	