

UNIVERSITY COLLEGE DUBLIN

Notification of Intention to take

Unpaid Additional:

Adoptive Leave 🞏 Surrogacy Leave 🞏

**Please submit this form to UCD HR Operations by email to** [**HRhelpdesk@ucd.ie**](mailto:HRhelpdesk@ucd.ie) **no later than 4 weeks prior to the end of my 24 weeks adoptive/surrogacy leave (excluding annual leave)**

*To: HR Operations*

*Under the adoptive leave/surrogacy leave policy, I wish to apply to take \_\_\_\_\_\_\_\_\_\_\_\_\_\_ weeks’ additional unpaid adoptive leave / surrogacy leave:*

*In addition, I will be taking days’ annual leave, which has been agreed by my Head of School/Unit.*

**Signed:**  \_\_\_\_ **Date:** / /

**Employee**

**Personnel No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_ **Head of School/Unit**