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| **ADOPTION LEAVE****NOTIFICATION OF EARLY RETURN TO WORK** |
| FULL NAME: ………………………………………………………………………………………SCHOOL / DEPARTMENT: ……………………………………………………………………….PAYROLL No: ………………………….. E-MAIL: ………………………………………...HEAD OF SCHOOL / LINE MANAGER’S NAME: ……………………………………….. |
| I hereby give notice that I intend to return to workprior to the end of my Statutory / UniversityAdoption Leave. \*I intend to return to work on:……………………………………………………… | You must give 8 weeks notice of your intention to return to work early. If you do not give 8 weeks notice, the University can postpone your return until the notice period has passed, or you return to work date arrives. |
| Signed and Dated: …………………………………………………………………………… |

***\* Delete as applicable***

Return by email or post to: Catherine Hughes, Human Resources (Catherine.hughes@bangor.ac.uk)