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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 work  prior to the end of my Statutory / University  Adoption 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)