**The application must be submitted no less than 7 days before the start of the leave!**

**...........................................................................** Lublin, on……………….
(surname and first name)
**..........................................................................**
(residential address)
**..........................................................................**
(position, organisational unit)

**MR/MRS\***

**....................................................................**

**RECTOR/VICERECTOR/CHANCELLOR\***

**Maria Curie-Skłodowska University in Lublin**

**APPLICATION**

**for paternity leave**

 Pursuant to Article 1823 of the Labour Code, I hereby request that I to be granted the full entitlement / the first part / the second part\* of paternity leave for my child ............................................ born on ............................ in the amount of ......... week(s)\* in the period from .......................... to ...................................

Until now I have not used/used\* the first part of paternity leave of one week.

………………………………..

(signature of employee)

……………………………………….

(signature of the head of unit/department/chair)

……………………………………

(signature of the director/dean)

**CERTIFICATION BY**

**THE HUMAN RESOURCES OFFICE**

**concerning the employee’s employment / remarks:** ..........................................................................................

 ...........................................................................................

 ........................................................................................... (date and signature of HR officer)

**DECISION OF THE RECTOR / VICE-RECTOR / CHANCELLOR\***

**…………………………………………………………….**

Attached:

- An abridged copy of the child's birth certificate, or a foreign birth certificate, or copies of these documents.

\*Proper to leave