



Adoption Leave Application Form

To be completed by the employee and approved by Human Resources.

Name of Employee: _____

Employee no: _____

Department: _____

1. Dates of Adoptive Leave

My expected date of placement is: _____

<u>Adoption Leave Calculations Grid</u>	<u>Date</u>
VMware Enhanced adoptive leave – 2 weeks	
Start date	
End date	
Paid Adoption Leave - 24 weeks	
Start date	
End date	
Additional Unpaid Leave - up to 16 weeks	
Are you taking unpaid leave; Yes or No?	
Start date	
End date	
Holiday Accrual	
Number of Annual Leave Days/Hours inc Bank Holidays Accrued while on Maternity Leave	
Start date of paid holiday leave	
End date of paid holiday leave	
Return to Work Date	

If you are undecided in relation to your unpaid leave and annual leave prior to your leave please remember you must inform VMware at least four weeks before your standard adoption leave (24 weeks) expires of your intention to take additional unpaid leave or annual leave by emailing HRSourceEMEA <HRSourceEMEA@vmware.com>, otherwise we will take it you will return to work at the end of your 24 weeks.

2. VMware’s Adoption Policy

By signing this form, I confirm I have read and understood the VMware maternity leave policy.

3. Confirmation of Placement

Please attach your proof of placement date

4. Returning to Work

You must also notify HR in writing at least 4 weeks in advance of your intention to return to work even if you confirmed your return to work date prior to beginning Adoption Leave. Please send an email to HRSourceEMEA HRSourceEMEA@vmware.com to give notice of return to work date and cc your manager.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____