**CHANGE TO ADOPTION LEAVE ARRANGEMENTS**

(To be completed by HR and uploaded to MyERP for communication to Payroll)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource ID:** | Click here to enter text. | | | | | |
| **Name:** | Click here to enter text. | | | | | |
|  | | | |  | | |
| **Original expected date of placement:** | | | Enter date. | | | |
| **New expected date of placement:** | | | Enter date. | | | |
|  | | | |  | | |
| **Original Adoption Leave Start Date:** | | Enter date. | | | | |
| **New Adoption Leave Start Date:** | | Enter date. | | | | |
|  | | | |  | | |
| **Original Adoption Leave End Date:** | | Enter date. | | | | |
| **New Adoption Leave End Date:** | | Enter date. | | | | |
|  | | | |  | | |
| **Is there a change to the original adoption pay option selected?** | | | | | Yes | No |
| **If so, what is the new adoption pay option?** | | | | Click here to enter text. | | |
|  | | | |  | | |
| **Additional comments or changes:** | | | Click here to enter text. | | | |
| **HR Adviser name:** | | | Click here to enter text. | | | |
| **Date:** | | | Enter date. | | | |