**NOTIFICATION OF BIRTH FORM**

Staff must inform the HR department following the birth of their baby.

Please email your link HR team with the following information:

|  |  |
| --- | --- |
| Full Name: |  |
| Employee No: |  |
| Your address: |  |
| Date baby was born: |  |
|  |  |

Alternatively, you can post your notification (signed and dated) to the following address:

HR Department

Oxford Brookes University

Wheatley Campus

Wheatley

Oxon

OX33 1HX

*October 2018*