

**ADOPTION PROVISIONS
GUIDANCE FOR MANAGERS
AND EMPLOYEES**

April 2015

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ADOPTION PROCEDURE

1. Introduction

1.1 This document is a reference guide for employees who are planning to adopt and their managers. It explains the adoption rights, benefits and options available before and after the placement of a child and the roles and responsibilities of the various parties involved (Appendix 1)

Further information or more detailed advice is available from the Business Service Centre (BSC) on 0116 454 1010 (internal 37 1010) or email bsc@leicester.gov.uk.

1.2 Leicester City Council is committed to promoting equality and diversity by supporting employees who take adoption leave. Therefore, the city council offers an “enhanced” adoption pay scheme. This is to encourage employees to return to work after adoption leave.

1.4 Managers and employees are encouraged to contact the BSC if they require any advice on the adoption provisions.

1.5 Part of statutory adoption leave may be shared with a spouse, civil partner or partner. Details are available in the city councils’ shared parental leave guidelines.

1.6 This guidance will be reviewed and updated in line with relevant legislation, case law and emerging good practice, in conjunction with the trade unions.

2. Definitions

2.1 Specific terminology, which is taken from legislation, is used in this procedure. A full list of common terms and definitions can be found in Appendix 2.

3. Notification of Adoption

3.1 To qualify for adoption leave and pay, an employee must submit a matching certificate to the BSC and complete the relevant ‘AL’ form (see Appendix 5) to notify their manager and the BSC of the placement, within seven days of being notified of a match stating their intended start date for adoption leave and whether they will be returning to work after adoption leave.

3.2 The BSC will confirm, in writing, the safe receipt of the form and the employee’s adoption leave and pay entitlement.

3.4 The employee may amend their adoption leave start date, provided that they advise their manager in writing as soon as reasonably practicable.

4. Adoption preparation & training

4.1 The city council is keen to support all employees that are prospective parents.

The main adopter will be able to take paid time off to attend up to five, while the secondary adopter will be entitled to take unpaid time off for up to three such appointments

This includes adoption training, meetings with the adoption agency and meetings with the prospective adoptive child.

4.3 Employees may be required to show their line manager an appointment card or other official documentation as evidence of meetings/appointments.

5. Adoption leave

5.1 All employees regardless of their service are entitled to 52 weeks of statutory adoption leave (SAL) where they have been notified that they (alone or jointly) have been matched with a child for adoption.

5.2 Statutory adoption leave (SAL) is made up of ordinary adoption leave (OAL) and additional adoption leave (AAL). Additional adoption leave begins on the day after ordinary adoption leave ends.

5.3 The city council will assume that all employees taking adoption leave will take the full 52 weeks, unless informed otherwise.

5.4 Adoption leave can start on any day of the week.

5.5 Where an employee has confirmed a start date for adoption leave and later wishes to change it, they must notify the city council as soon as reasonably practicable and no later than 28 days before the revised start date.

5.6 An employee is entitled to one period of statutory adoption leave, irrespective of whether more than one child is placed for adoption as part of the same arrangement.

5.7 Where an employee is adopting individually, only they are eligible for statutory adoption leave (SAL).

5.8 Where a couple are adopting jointly, they can choose who will take statutory adoption leave (SAL) and who (regardless of gender) will take statutory paternity leave (SPL).

5.9 To qualify for statutory adoption leave (SAL), an employee must meet certain qualifying criteria. The criteria differ for UK and overseas adoptions.

6. UK adoptions

6.1 An employee qualifies for 52 weeks' statutory adoption Leave (SAL) when they adopt a child in the UK if they have:

- surrogate parents of a child under a parental order
- been matched with a child by a UK adoption agency;

- accepted the match and agreed the date of placement;
- notified the city council of when they want to take their statutory adoption leave (no more than seven days after they are notified of the match with a child).

6.2 An employee may start adoption leave up to 14 days before the expected week of placement (EWP) or, at the latest, up to midnight on the night immediately after the placement.

7. Overseas adoptions

7.1 An employee qualifies for 52 weeks' statutory adoption leave (SAL) when they adopt a child from overseas if they:

- have received official notification from the relevant UK authority of their eligibility to adopt a child from abroad (see Appendix 3);
- have worked for the city council continuously for at least 26 weeks into the matching week (MW) or by the time their statutory adoption leave (SAL) is due to begin, whichever is later;
- have given the city council the correct notification;
- are the child's adopter. This is the person or, in the case of a joint adoption, the couple who will adopt or has adopted the child.

7.2 For overseas adoptions, adoption leave will normally begin on the date the child enters the UK or a fixed date no later than 28 days after the date the child enters the UK.

7.3 An employee may not use statutory adoption leave (SAL) to cover time spent travelling overseas to arrange an adoption or visit a child. The city council will consider requests for reasonable time off in such circumstances.

8. Foster parents

8.1 A foster parent can take statutory adoption leave, but only where:

- the fostered child is then matched with them for adoption by a UK adoption agency.
- adoption via a court order does not count for the purposes of statutory adoption leave; and
- the child is then actually placed with them for adoption.

The usual notification and length of service criteria still apply. The adoption leave only relates to the actual placement for adoption; any period of foster caring does not count.

9. Adoption leave and pay exceptions

9.1 An employee will not be eligible for statutory adoption leave or pay where they are:

- becoming a special guardian or kinship carer;
- adopting a stepchild or family member;
- adopting a child through private adoption agreement-without permission from a UK authority or adoption agency

Any employee in this position should discuss potential options for leave with their manager who should consult HR.

10. Adoption pay – employees other than teachers

10.1 If an employee has less than 26 weeks local government service by the matching week (MW) they are entitled to two weeks paid leave (as for holiday pay). They may also be entitled to adoption allowance (MA) from Jobcentre Plus.

10.2 If an employee is not entitled to Statutory Adoption Pay (SAP), the BSC will send them a SAP1 form so that they can make a claim to Jobcentre Plus for MA.

10.3 If an employee has **at least one year's continuous local government service at the 11th week before the matching week, and returns to work for a period of three months after adoption leave**, they will be entitled to SAP and occupational adoption pay (OAP) as follows:

- 6 weeks higher rate SAP – 90% of an average week's pay
- 12 weeks at 50% of average weekly pay plus lower rate SAP (see below) – provided the total does not exceed normal weekly pay

Plus

- 33 weeks lower rate SAP - £139.58 per week (or 90% of an average week's pay where pay is less than £139.58 per week)
- 13 weeks unpaid leave

10.4 The period of three months following return from adoption leave can include annual leave, flexi, toil or a reduction in hours. However it excludes parental and unpaid leave.

11. Adoption pay – teachers

11.1 If a teacher has **less than 26 weeks LEA service by the qualifying week (QW)** they will be entitled to two weeks paid leave. They may also be entitled to adoption allowance (MA) from Jobcentre Plus.

11.2 If a teacher has **26 weeks LEA service by the qualifying week**, and the average earnings in the eight weeks prior to the QW are equal to the lower earnings limit for national insurance purposes, they will be eligible for adoption pay for a period of 39 weeks as follows:

- 4 weeks at full pay (offset against higher rate SAP)
- 2 weeks higher rate SAP – 90% of an average week's pay

- 33 weeks lower rate SAP - £139.58 per week (or 90% of an average week's pay where pay is less than £139.58 per week)

11.3 If a teacher has **at least one year's continuous LEA service at the 11th week before the EWC, and returns to work for a period of three months after adoption leave** they will be entitled to SAP and occupational adoption pay (OAP) as follows:

- 4 weeks at full pay (offset against higher rate SAP)
- 2 weeks higher rate SAP – 90% of an average week's pay
- 12 weeks at 50% of average weekly pay plus lower rate SAP (see below) – provided the total does not exceed normal weekly pay

Plus

- 33 weeks lower rate SAP - £139.58 per week (or 90% of an average week's earnings where earnings are less than £139.58 per week)

11.4 During adoption leave allowances such as TLR's, recruitment and retention, first aid allowance etc will continue to be paid as per a teacher's entitlement to OMP.

12. Adoption pay - general

12.1 There is no increase in adoption pay or leave where an employee is adopting more than one child.

12.2 It is possible to spread the adoption pay entitlement over a longer period, up to a maximum of 33 weeks.

12.3 An employee will not be entitled to receive adoption pay if they:

- lives outside of the EU
- is held in legal custody
- dies
- becomes unemployed in the matching week.

12.4 If an employee leaves the city council before the child is placed, they are entitled to receive SAP if they start work for a new employer, providing they were employed by the city council in the matching week.

12.5 If a city council employee starts working for another employer after the child is placed they are entitled to receive adoption pay from the city council, providing they were employed by the city council in the matching week. However, they would not retain the right to SAP from the city council if they stopped working for the new employer before the adoption pay period ends.

12.6 An employee on a temporary contract is entitled to the relevant service related adoption pay *provided* the matching week falls before the end of the temporary contract. They will not be entitled to 12 weeks at 50% of the pay unless their temporary contract end date is after the end of the adoption leave and they return to work for three months.

12.7 During adoption leave allowances such as TLR's, recruitment and retention, first aid allowance etc will continue to be paid as per a teacher's entitlement to OAP.

13. Keeping in touch days

13.1 The city council recognises the importance of keeping in touch with an employee to ensure a smooth transition back into the workplace after adoption leave.

13.2 A line manager will make reasonable contact with an employee whilst they are on adoption leave. This will include notifying them of relevant training events or consulting with them regarding changes happening at work.

13.3 The manager and employee should discuss, in advance, the type of contact there will be during adoption leave to ensure that it is appropriate, including allocating a "buddy" to contact them.

13.4 An employee is not obliged to undertake any work during adoption leave. However, they can agree to do up to 10 days paid work or training, known as 'keeping in touch' (KIT) days, where agreed in advance with the manager. This does not affect the entitlement to adoption leave or pay.

13.5 KIT days can be taken at any point during the adoption leave period; except for the period of compulsory adoption leave (two weeks after the placement). They are paid at the employee's normal rate of pay.

13.6 The manager should contact the BSC to arrange payment for KIT days.

14. Pensions and benefits

14.1 Local Government Pension Scheme

14.1.1 During the paid adoption leave period an employee's pension contributions will continue to be deducted at the normal rate. If an employee returns to work after adoption leave they have two options regarding pension contributions for any unpaid period of adoption leave as follows: -

Option 1: To not pay any pension contributions during unpaid leave. To find out how this will affect the final pension benefit an employee should contact the pensions section at County Hall.

Option 2: To elect to pay an additional pension contribution for the whole period of unpaid adoption leave. If an employee does this, the period of unpaid leave will count as pensionable service and will count towards their career average pensionable pay.

14.1.2 When an employee returns to work, they will have the option of making up their contributions for the unpaid period of adoption leave. They will need to apply to pay Additional Pension Contribution (APC). The relevant form is available from Leicestershire county pensions website and should be returned to the BSC who will advise county pensions of the pay lost figure. County pensions will then calculate the employee and employer APC due to reinstate the pension service.

14.1.3 If an employee does not return to work after adoption leave, and has more than two years' service, they are entitled to a preserved benefit which can be brought back in the scheme, should they re-join the scheme at a future date.

14.1.4 Employees are advised to contact county pensions for further information on pensions and benefits.

14.2 Teachers' Pension Scheme

14.2.1 Pension contributions will continue to be deducted during the period of paid adoption leave.

15. Annual leave

15.1 An employee will accrue contractual annual leave entitlement during adoption leave. This is pro-rated for part-time staff.

15.2 In the case of teachers and school support staff annual leave is accrued throughout the adoption leave period. The accrued annual leave will be offset against school closure periods outside of the adoption leave period only.

15.3 Annual leave entitlement will be calculated for teachers and school support staff for the leave year in which their adoption leave starts and the leave year in which it ends. Where accrued leave is owed to the employee this should be taken in the leave year in which it falls (normally at the start or end of the adoption leave). Where this is not possible a maximum of 28 days (pro rata for part time employees) may be carried forward to the following year.

15.4 Any accrued leave carried forward will be offset against the remaining school closure periods after the annual leave entitlement for that leave year has been accommodated. Where there are still accrued days owed the school and the employee will agree how these days may be taken (during term time).

15.5 An employee is required to speak to their line manager before starting their adoption leave to discuss any plans to use annual leave accrued during adoption leave. This discussion is required to aid operational resource planning.

15.6 Any annual leave accrued before adoption leave should, wherever possible, be taken before adoption leave starts.

15.7 There are a number of options for using annual leave which an employee and line manager may wish to consider:

- Taking accrued annual leave immediately before adoption leave begins, or immediately after adoption leave ends (before returning to work).
- An employee may carry over a maximum of 28 days unused annual leave into the next leave year. They may also take this accrued leave during the unpaid part at the end of their adoption leave.
- Any other suitable arrangement that meets the needs of the employee and operational requirements.

15.8 Any request for annual leave will require agreement, in advance, from the line manager.

15.9 In line with legislation, an employee cannot take annual leave during paid adoption leave.

16. Returning to work after adoption leave

16.1 An employee may return to work at any time during adoption leave, except during the first two weeks after the placement (compulsory adoption leave). However, they must notify their manager, in writing, at least 28 days before the intended return date.

16.2 Where an employee returns to work after ordinary adoption leave (OML) they have the right to return to the same job, on the same terms and conditions. Where terms and conditions are due to change during adoption leave (e.g. as the result of structural changes) full consultation will take place.

16.3 An employee may ask to return to work after adoption leave on a flexible working basis. The manager must consider each request on its merits and balance it against operational needs and requirements. See the flexible working request procedure for further details.

17. Non-return to work

17.1 Where an employee does not intend to return to work after adoption leave they must give at least the period of notice required by their contract of employment.

18. Repayment of enhanced adoption pay

18.1 An employee who does not return to work after adoption leave is not eligible to receive the city council's enhanced element of adoption pay.

18.2 Where an employee does not return to work for a minimum of three months after adoption leave, the city council may reclaim the enhanced element of adoption pay.

18.3 Employees should contact the BSC, at any point during their adoption leave, if they wish to obtain an accurate calculation of the amount they must repay if they do not return to work.

18.4 Where an employee is required to repay the enhanced element of adoption pay they will be contacted by the BSC to discuss the process for repayment.

19. Fixed term contracts and adoption leave

19.1 A employee who is adopting and employed on a fixed term contract is protected in the same way as a pregnant employee employed on an “open-ended” contract.

19.2 Manager should carefully consider their actions to ensure that a pregnant employee does not suffer a detriment as a consequence of adoption.

20. Ending a fixed term contract during adoption leave

20.1 Where a fixed term contract is due to expire during adoption leave the manager will consider whether the contract may be extended beyond the original expiry date. Managers are advised to extend where:

- the contract would have been extended had the adoption leave not occurred;
- funding for the post is likely to continue past the end date of adoption leave;
- it would be financially and operationally possible to defer the work being done by the pregnant employee until after she returns from adoption leave.

20.2 Where it is not possible to extend the contract the manager is advised to contact HR for advice. The manager (in consultation with HR) will consider, and discuss with the employee, the following options (in order):

1. To offer the employee a suitable alternative post at a commensurate level (where available);
2. To add the employee to the council’s redeployment register during adoption leave;
3. To confirm termination of employment (with a redundancy payment for an employee with two or more years of service if applicable) if no suitable vacancy has become available by the end of adoption leave.

21. Repayment of enhanced adoption pay (fixed term contracts)

21.1 Where an employee on a fixed term contract does not return to work for a minimum of three months after adoption leave the city council may reclaim the enhanced element of adoption pay.

21.2 An employee will not be expected to repay the enhanced element of adoption pay where:

- they return to work and the remainder of their fixed term contract is less than three months in duration;
- the fixed term contract is due to expire during adoption leave and no suitable alternative post exists.

22. Redundancy

22.1 The city council will not select an employee for redundancy on the grounds that they are pregnant or on adoption leave.

22.2 For further details, please refer to the relevant redundancy policy and procedure.

23. Useful resources

23.1 Expectant parents may find it useful to familiarise themselves with the information and guidelines provided by the government. These can be found at www.direct.gov.uk, or you can call 0800 055 6688 (8am - 6pm Monday to Friday), and at www.acas.org.uk.

23.2 Managers are encouraged to discuss any questions about the adoption provisions with their HR Adviser and employees can contact the BSC for further information.

APPENDIX 1

Adoption Procedure

Roles and Responsibilities

1. Line Manager:

The line manager is responsible for:

- 1.1. Ensuring that they understand and adhere to the city councils adoption policy and procedure, in particular ensuring that an employee is not disadvantaged as a result of adopting a child.
- 1.2. Requesting advice from HR as early as possible (or at any point in the process), if they are unsure about any aspect of the adoption procedure.
- 1.3. Seeking guidance from HR immediately on the receipt of an informal or formal notice of impending adoption.
- 1.4. Ensuring that adoption issues are dealt with in a fair, sensitive and consistent manner whilst maintaining confidentiality.

2. Employee

The employee is responsible for:

- 2.1. Notifying their line manager and the BSC of their intention to take adoption leave no more than 7 days after they have been notified of impending adoption by the adoption agency, using the relevant form.
- 2.2. Where applicable, submitting a written confirmation of return to work with the city council following adoption leave.
- 2.3. Submitting the matching certificate and any other relevant notification to the BSC, at the earliest opportunity.
- 2.4. Ensuring that they understand and follow the city councils adoption policy and procedure.
- 2.5. Asking questions of either their line manager or the BSC if they are unsure about any aspect of the adoption policy and procedure.

3. Human Resources

Human Resources are responsible for:

- 3.1. Providing advice and guidance to line managers on the adoption policy and procedure, including resource issues, on request.

3.6. Supporting and advising line managers on all contractual issues relating to an employee who is on adoption leave, including the ending of a fixed term contract, in line with the adoption policy & procedure.

4. The Business service centre (BSC)

The BSC is responsible for:

- 4.1. Explaining the adoption policy and procedure to employees on request.
- 4.2. Processing adoption leave forms and the relevant notification certificates, once the necessary checks have been completed.
- 4.3. Writing and issuing standard adoption letters to employees and external agencies, where required.
- 4.4. Writing and issuing customised letters to employees, e.g. in the case of the end of a placement during adoption leave, ensuring that the matter is dealt with in a sensitive and fair manner.
- 4.5. Liaising with line managers regarding KIT days.
- 4.6. Processing and paying adoption pay, in line with the city councils adoption procedure and the prevailing legislative requirements.
- 4.7. Ensuring that calculations and payment of annual leave are based on an employee's contractual entitlement and ensuring that accrual of annual leave occurs throughout any unpaid period of adoption leave.
- 4.8. Arranging the payment of Keeping in touch (KIT) days.
- 4.9. Ensuring that any annual increment due during adoption leave is paid and that any annual increment during adoption leave is taken into account for the purposes of calculating adoption pay.
- 4.10. Ensuring that employees receive their full contractual benefits throughout adoption leave and that no money will be deducted from pay to cover the cost of providing non-pay benefits.
- 4.11. Checking if there is a claim for additional statutory paternity pay which relates to a claim for adoption pay, and making any adjustments to a member of staff's pay calculations where necessary.

APPENDIX 2

TERMINOLOGY AND DEFINITIONS

Statutory Adoption Leave (SAL)

The 52 weeks of leave to which a qualifying adopting employee is entitled.

Ordinary Adoption Leave (OAL)

The first 26 weeks of Adoption leave.

Additional Adoption Leave (AAL)

The 26 weeks of Adoption Leave immediately following Ordinary Adoption Leave.

Statutory Adoption Pay (SAP)

The 39 weeks of pay to which a qualifying member of staff is entitled. Rates of Statutory Adoption Pay are set by the government annually.

Average Weekly Earnings (AWE)

The calculation of average weekly earnings is based on gross earnings during a set period. The set period is defined as the period between the last normal pay day to fall in or before the MW and the last normal pay day falling at least eight weeks before the above.

Lower Earnings Limit (LEL)

The amount of Average Weekly Earnings (AWE) set by the government each year, which allow a member of staff earning this amount or less to qualify for certain state benefits.

Matching Week (MW)

The week, in which a person is notified of having been matched with a child, which starts on a Sunday and ends on a Saturday.

Keeping in Touch days (KIT)

A member of staff may undertake up to 10 days of paid work or training, where agreed by their line manager, during Adoption Leave.

APPENDIX 3

Official notification for Overseas Adoptions

Official notification is written documentation issued by or on behalf of the relevant domestic authority (usually the Department of Health) that the authority either is prepared to issue a certificate to the overseas authority dealing with the adoption of the child, or has issued a certificate and sent it to that authority.

In either case, the certificate confirms that the adopter is eligible to adopt a child from overseas, and has been approved by them as being a suitable adoptive parent.

Adoption Entitlement – More than 1 years' service

The provision set out below apply to those employees who have completed one year's continuous Local Government service ending at the date of being notified of being placed with a child.

Please read the following 4 sections carefully before you make a decision as to which condition you wish to have applied to you. You are advised to discuss the adoption provisions available with your HR Adviser.

Section One

- I wish to apply for adoption leave and pay, and reserve my right to return to work and it is my intention to do so.
- I am aware that if I do not return to work for at least a period of 3 months following the end of my adoption leave, I am required to repay to Leicester City Council, the Occupational Adoption Pay paid to me, and hereby undertake to do so in default of my return.

Note: (i) This condition does not apply to adoption payment in respect of the first 6 weeks of leave at 90% of full pay, and the next 33 weeks at lower rate SAP (ii) Such repayment may be deducted from any salary of money due to me.

- My expected date of placement is:

Note: Please remember to enclose your original matching certificate from your Adoption agency

- I wish to begin my adoption leave on:

Section Two

- I wish to reserve my right to return to work, I intend to do so, and wish to spread my pay over a longer period of time.
- I wish to apply for adoption leave and pay, and to reserve my right to return to work.
- I am aware that if I do not return to work for at least a period of 3 months following the end of my adoption leave, I am required to repay to Leicester City Council, the Occupational Adoption Pay paid to me, and hereby undertake to do so in default of my return.

Note: (i) This condition does not apply to adoption payment in respect of the first 6 weeks of leave at 90% of full pay, and the next 33 weeks at lower rate SAP. (ii) Such repayment may be deducted from any salary of money due to me.

- My expected date of placement is:

- I wish to begin my adoption leave on:

- I would like my entitlement to OAP to be spread over:

weeks

Section Three

- I wish to reserve my right to return to work but am uncertain as to whether I will return. Leicester City Council realises that employees may have difficulty in deciding whether or not they will return to work, and therefore offers an alternative to the above.
- I wish to reserve my right to return to work and to receive adoption pay for the first 6 weeks of absence at 90% of full pay, plus 33 weeks at lower rate SAP.
- I wish for payment of the remaining OAP to be withheld until my return to work, and I realise that to qualify for this pay I must return to work for a period of at least 3 months.
- My expected date of placement is:
- I wish to begin my adoption leave on:

Section Four

- I do not intend to return to work.
- I wish to apply for adoption pay in accordance with my rights under current legislation, i.e. 6 weeks at 90% of full pay and 33 weeks at lower rate SAP.
- My expected date of placement is:
- I do not wish to reserve my right to return to work and therefore the effective date of my termination of employment with the City Council will be:

Note: This date must be at least 6 weeks after the date absence begins to allow for your compulsory adoption leave period.

Your Details

Print Name: Date:

Employee Number:

Signature:

Please return this form to: Central Payroll via: central-payroll@leicester.gov.uk

Adoption Entitlement - Less than 1 years' service but more than 26 weeks

The provision set out below apply to those employees who have less than 1 year's continuous Local Government service at the date of being notified of being placed with a child, but more than 26 weeks service with LCC at the 15th week before the expected week of placement.

Note: Employees who have more than 1 years' service should complete Adoption Form AL1.

I have at least 26 weeks service with Leicester City Council at the 15th□weeks before the expected date of placement, but less than 1 years' continuous Local Government Service and wish to claim 6 weeks at 90% of full pay and 33 weeks at lower rate SAP.

My expected date of placement is:

Note: Please remember to enclose your original matching certificate from your Adoption agency

I wish to begin my adoption leave on:

Your Details

Print Name:

Date:

Employee Number:

Signature:

Please return this form to: Central Payroll via: central-payroll@leicester.gov.uk

Adoption Entitlement - Less than 26 weeks service

The provision set out below applies to those employees who have less than 26 weeks continuous Local Government service at the date of being notified of being placed with a child.

Note: Employees who have more than 1 years' service should complete Adoption Form AL1. Employees with more than 26 weeks service, but less than 1 year should complete Adoption Form AL2.

- I confirm I have less than 26 weeks service with Leicester City Council at the date of being placed with a child.
- I wish to apply for leave of absence of: weeks

Note: maximum 2 weeks paid and 50 weeks unpaid leave.

Note: Please remember to enclose your original certificate original matching certificate from your Adoption agency

- I wish to begin my adoption leave on:

Note: This date should be no earlier than 14 days before your expected date of placement

Your Details

Print Name: Date:

Employee Number:

Signature:

Please return this form to: Central Payroll via: central-payroll@leicester.gov.uk