



## **Adoption rights booklet**

### **A guide for employees**

**Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”**

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## Your adoption rights

### Section 1 - Policy statement

Deafblind Scotland (DbS) recognises the importance of supporting adoptive parents during their adoption leave and during any period of shared parental leave. The aim of this policy is to ensure employees are aware of their statutory entitlements and to ensure fair and equitable treatment in line with current legislation.

Adoptive parents have a number of rights:

- **Pre-placement appointments**

An employee who is adopting a child is entitled to take paid time off to attend up to five pre-placement appointments that have been arranged by or at the request of the adoption agency, to allow them to have contact with the child.

The adopter's partner (their spouse, civil partner or partner of either sex) has the right to take unpaid time off to attend up to two pre-placement appointments.

Where the child is being adopted jointly, then only one of them can take paid time off to attend up to five appointments. The other adopter can take unpaid time off to attend up to two appointments.

The maximum time allowed for each appointment is 6.5 hours.

- **Adoption leave**

There is no service requirement to qualify for statutory adoption leave, which may be taken by:

- An individual who adopts, or
- One member of a couple who are adopting jointly.

To be eligible for adoption leave in relation to a **child being adopted from within the UK**, an employee must be newly matched with a child, an approved adopter in a "fostering for adoption" arrangement or the intended parent in a surrogacy arrangement where one or both of the intended parents is genetically related to the child.

To be eligible for adoption leave in relation to a **child being adopted from overseas**, the employee must obtain official notification from the relevant authority (in England, the Secretary of State for Health; in Wales, the National Assembly and in Scotland, the Scottish Ministers).

Eligible employees are entitled to 26 weeks' **Ordinary adoption leave** followed by 26 weeks **Additional adoption leave** which begins on the day after ordinary adoption leave ends. This means that an employee can take up to a year off work.

Employees who fulfil the eligibility criteria must give the company the required amount of notice of their intention to take adoption leave and provide the necessary documentary evidence.

- **Statutory adoption pay:**

Statutory adoption pay (SAP) is paid for up to 39 weeks during adoption leave, provided that:

- The employee has been continuously employed for at least 26 weeks (irrespective of the number of hours worked) ending with the week when they were notified of a match with a child, and
- Their average weekly earnings are not lower than the lower earnings limit for national insurance contributions.

- **Shared parental leave and pay**

Provided the employee on adoption leave and their partner both satisfy the qualification and notification requirements, the person on leave will have the right to end their leave and opt for shared parental leave and pay. This will allow them to share the unused balance of their adoption leave and pay with their partner.

- **The return to work**

An employee who returns to work after any period of leave that includes adoption leave and shared parental leave totalling 26 weeks or less (even if the leave is taken in discontinuous blocks) is entitled to return to the same job. If the employee returns to work after a longer period, they are entitled to return to the same job or, if this is not reasonably practicable, a suitable alternative job on terms no less favourable.

## **Section 2 – Time off for pre-placement appointments**

If you are adopting a child as an individual, you are entitled to take paid time off to attend up to five pre-placement appointments that have been arranged by or at the request of the adoption agency.

If you are the spouse, civil partner or partner (of either sex) of someone who is adopting a child, you are entitled to take unpaid time off to attend up to two pre-placement appointments.

If you are one of a couple who are adopting jointly, you can choose who takes paid time off to attend up to five pre-placement appointments and who takes unpaid time off to attend up to two pre-placement appointments.

When you wish to request time off to attend a pre-placement appointment, you will be required to provide the Company with a signed declaration confirming that the appointment has been arranged by, or at the request of, the adoption agency and giving details of the appointment (the date and time). If you do not provide a signed declaration, your request may be refused.

Depending on whether you are requesting paid or unpaid time off, you are advised to use either the **Request for paid time off to attend a pre-placement appointment** form or the **Request for unpaid time off to attend a pre-placement appointment** form for this purpose. These forms can be found in the Forms section of this booklet. Complete a separate form for each appointment.

Note that the maximum amount of paid or unpaid time off is 6.5 hours for each appointment.

Try to give your line manager as much notice as possible of pre-placement appointments and wherever possible try to arrange them outside working hours or as near to the start or end of the working day as possible.

## **Section 3 - Timing of adoption leave**

If the adoption relates to a child within the UK, provided you have given the company the required notification (see section 4 below), adoption leave can commence:

- From the date of the child's placement, or

- From a fixed date which can be up to 14 days before the expected date of the placement. If you plan to start your adoption leave before the actual date of placement, you must be sure the placement will be going ahead on the date agreed before you start your leave. If the placement is delayed for any reason and you have already begun your adoption leave, you cannot stop leave and start it again at a later date.

If the adoption relates to a child from overseas, provided you have given the company the required notification (see section 4 below), adoption leave can commence:

- On the date when the child enters the country, or
- On a fixed date no later than 28 days after the child's date of entry.

In order to make administration as easy as possible, please discuss the timing of your adoption leave with your line manager as early as possible.

You are only entitled to one period of adoption leave, even if more than one child is adopted at the same time.

If your child's placement ends whilst you are on adoption leave, you can remain on adoption leave for up to eight weeks after the placement has ended.

#### **Section 4 – Notification and confirmation of adoption leave**

In order to be entitled to take adoption leave and receive statutory adoption pay, you are required to give Deafblind Scotland written notification of your intention to take adoption leave.

##### Adoption within the UK

If the adoption relates to a child within the UK, you must notify the company within seven days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. You must state in the notification:

- The date when the child will be placed with you, and
- When you would like your adoption leave to start.

You must also submit a "matching certificate" from the adoption agency. This certificate will contain information about the proposed adoption, including the expected placement date and will confirm your entitlement to adoption leave and statutory adoption pay.

You are advised to use the form **Adoption notification (UK adoption)** for notification purposes. This can be found in the Forms section of this booklet.

##### Adoption from overseas

If the adoption relates to a child from overseas, you must notify the company no later than 28 days after you receive the official notification from the relevant authority. You must state in the notification:

- When you received the official notification from the relevant authority, and
- When the child is expected to enter the country.

You are also required to give the company 28 days' notice of when you would like your adoption leave to begin and, within 28 days of the child's entry to the country, inform the company of the date when this took place. You must provide the company with a copy of the official notification from the relevant authority and evidence that the child has entered the country.

You are advised to use the form **Adoption notification (overseas adoption)** for notification purposes. This can be found in the Forms section of this booklet.

### Changing the start date

If you subsequently wish to change the start date of your adoption leave, you must give 28 days' written notice of the revised start date, unless this is not reasonably practicable. You are advised to use the form **Variation to adoption leave start date** for this purpose. This can be found in the Forms section of this booklet.

### Confirmation

Within 28 days of receiving your notice of intention to take adoption, the company will write to you confirming the latest date on which you must return to work if you take your full entitlement to 52 weeks' leave.

### **Section 5 - Payment of statutory adoption pay**

SAP is paid at the rate of:

- 90% of average weekly pay for the first six weeks of adoption leave, and
- The standard rate of SAP (which is normally increased on an annual basis) for the next 33 weeks of adoption leave. The standard rate of SAP is currently £139.58 per week, or 90% of your average weekly earnings if this is less than £139.58 per week

SAP is treated as earnings and is therefore subject to PAYE and national insurance deductions].

An employee may not normally undertake any paid work whilst in receipt of SAP. However, under the Adoption Leave Regulations, employees are allowed to work for up to ten "keeping in touch" days without losing their right to SAP or bringing their period of adoption leave to an end. Work for this purpose includes training or briefing sessions designed to help employees to keep up to date with developments during their absence. Any such "keeping in touch" days will be by agreement between you and the Company. You are not obliged to work on any "keeping in touch" days if you do not wish to do so and the Company is not obliged to offer you any such days.

### **Section 6 – Shared parental leave and pay**

You may, if you wish remain on adoption leave for up to 52 weeks however, if you and your partner (your spouse, civil partner or partner, of either sex, or the other adopter) are both eligible and complete the necessary notification requirements, you may end your adoption leave and opt for shared parental leave and pay. This will enable you to share the unused balance of your adoption leave (up to 50 weeks) and the unused balance of your adoption pay (up to 37 weeks) with your partner.

For both you and your partner to qualify for shared parental leave:

- You must have ended your entitlement to adoption leave either by returning to work before the end of your leave or by notifying the Company that you wish to curtail your leave
- You and your partner must both have caring responsibility for the child
- You and your partner must satisfy a duration of employment test: at least 26 weeks' continuous service with the same employer ending with the week in which you are notified of a match with a child
- Your partner must satisfy an economic activity test (based on the same work and earnings criteria as for Maternity Allowance), and
- You and your partner must still be working for the same employer when you intend to take the leave.

For you and your partner to qualify for shared parental pay you must both have at least 26 weeks' continuous service with the same employer ending with the week in which you are notified of a match with a child, with average weekly earnings (calculated over the eight week

period before this qualifying week) above the National Insurance threshold. Shared parental pay is paid at the same rate as SAP while you are on shared parental leave however, the total amount available between you both cannot exceed the unused balance of your statutory adoption pay.

If you wish to take shared parental leave, please contact DbS as early as possible to arrange an informal discussion about your entitlement and plans and how they might be accommodated.

You must provide us with written notice of your entitlement and intention to take shared parental leave and, if you have not already returned to work, written notice that you wish to curtail your adoption leave. This notice must be submitted at least 8 weeks before you would like your shared parental leave to start. In your notice you must specify the date when you want your adoption leave to end, which must be at least 2 weeks after the first day of your adoption leave. You must also give a non-binding indication of the dates when you would like to take your shared parental leave.

You are advised to use the **Mother's/adopter's notice of entitlement and intention to take shared parental leave and pay** form for this purpose. This can be found in the Forms section of this booklet.

When we receive this notice, you will be asked for evidence of your entitlement to shared parental leave. You will need to provide the Company with one or more documents from the adoption agency that confirm your child's placement and the name and business address of your partner's employer. You must provide this evidence documents within 14 days of the Company's request.

You may, if you wish, vary the amount of shared parental leave you intend to take by notifying the Company in writing.

You are advised to use the **Variation to notice of entitlement and intention to take shared parental leave and pay** form for this purpose. This can be found in the Forms section of this booklet.

The decision to end your adoption leave is binding but there are some circumstances when your notice can be revoked:

- If you or your partner discover, during the 8 week period, that you no longer qualify for shared parental leave or pay (perhaps if your employment circumstances have changed). Where this is the case, you must provide the Company with a written revocation notice within 8 weeks of the date when your notice was submitted, and
- If your partner dies. Where this is the case, you must provide the Company with a written revocation notice within a reasonable time after the date of the death.

If you wish to revoke your decision to end your adoption leave, you are advised to use the **Revocation notice** for this purpose. This can be found in the Forms section of this booklet.

In addition to your notice of entitlement and intention to take shared parental leave, you must also give the Company notice of the start and end dates of each period of shared parental leave you wish to take. You can do this as and when you require the leave, as long as you give the Company 8 weeks' notice before the start of each period of leave requested. Each notice can be for a single period of leave or a number of separate blocks of leave. You may submit up to three period of leave notices (including any changes to previous notices). Variations to dates that are mutually agreed between you and the Company do not count towards this cap.

You may start your shared parental leave at any time after the first two weeks of your adoption leave (on any day of the week) but it must be taken within 52 weeks of the child's

placement date. You and your partner may take shared parental leave separately (in turns) or you can both be on leave together. Shared parental leave must be taken in blocks of complete weeks and the minimum amount of leave is one week. The total amount of shared parental leave available to you and your partner cannot exceed the unused balance of your adoption leave.

When you want to book a period of shared parental leave, you are advised to use the **Period of leave notice (adoption)** for this purpose. This can be found in the Forms section of this booklet.

If you wish to vary a period of leave notice, you are advised to use the **Period of leave variation notice** for this purpose. This can be found in the Forms section of this booklet.

When we receive a period of leave notice (or a period of leave variation notice), you will usually be invited to attend a meeting to discuss your request in detail. You may, if you wish, be accompanied at this meeting by a workplace colleague, a trade union representative, a personal friend or family member. However, if you have requested a continuous period of leave or a discontinuous period that can be approved without further discussion, you will be allowed to take it and a meeting may not be necessary.

If you give notice of a discontinuous period of leave, which cannot be approved immediately, we will use the first two weeks following your notice to discuss your request with you and try to come to an agreement. The Company may:

- Agree to your request, or
- Suggest alternative dates, or
- Refuse the periods you have requested, or
- You can withdraw your notice.

If there is no agreement during this 2 week period, you may withdraw your notice and take the total amount of leave you have requested as a single period of leave. You must then choose a start date for your single period of leave that is at least eight weeks after the date when you submitted your period of leave notice. You must notify the Company of this start date within 5 days of the end of the 2 week discussion period. If you do not choose a start date, your leave will begin on the start date of the first period of leave you have requested.

We will write to you no later than 14 days after you submitted your period of leave notice to confirm the outcome of your request.

Shared parental pay is not normally paid for any week during which you are at work. However, while you are on shared parental leave, you are allowed to work for up to 20 shared parental leave in touch (SPLIT) days, in addition to the 10 KIT days available during your adoption leave, without losing your entitlement to shared parental pay.

## **Section 7 - Rights during periods of leave**

During ordinary and additional adoption leave and during shared parental leave, all of your contractual terms and conditions, with the exception of remuneration are preserved. Your salary/wages will be replaced by SAP or shared parental pay, if you are eligible to receive it.

Employees are encouraged to take any outstanding holidays due to them before the commencement of their leave. Please discuss this with your line manager at the earliest opportunity.

The Company is entitled make reasonable contact with you during your adoption leave and shared parental leave.

## **Section 8 - Returning to work**

You may return to work at any time during ordinary adoption leave or additional adoption leave. Alternatively, you may take your full period of adoption leave entitlement and return to work at the end of this period.

You have no need to notify the company if you intend to return to work on the due date. However, if you wish to return early, before your full 52 week period of adoption leave has elapsed, you must give at least eight weeks' notice in writing to the company of the date on which you intend to return (sixteen weeks if you are an employee shareholder). If you fail to do this, the company may postpone your return. You are advised to use the form **Notification of early return from adoption leave** for this purpose. This can be found in the Forms section of this booklet.

If, for any reason, you are unable to return to work on the due date, at the end of your adoption leave or after a period of shared parental leave, you should contact the company immediately. Failure to return to work on the due date may be treated as an unauthorised absence. If you are unable to return to work because of illness, you must comply with the company's normal procedures for notifying sickness absence and submitting medical certificates.

If you decide during adoption leave or shared parental leave that you do not wish to return to work, you should give written notice of your resignation to the Company as soon as possible and in accordance with the terms of your contract of employment.

## Checklist: What to do when you are adopting

Please note that this checklist is for guidance purposes so that you can notify the company of your intentions.

### 1. Do you need time off to attend pre-placement appointments?

- If you are adopting a child as an individual, you are entitled to take paid time off to attend up to five pre-placement appointments that have been arranged by or at the request of the adoption agency.
- If you are the spouse, civil partner or partner (of either sex) of someone who is adopting a child, you are entitled to take unpaid time off to attend up to two pre-placement appointments.
- If you are one of a couple who are adopting jointly, you can choose who takes paid time off to attend up to five pre-placement appointments and who takes unpaid time off to attend up to two pre-placement appointments.

To request time off, use either the **Request for paid time off to attend a pre-placement appointment** form or the **Request for unpaid time off to attend a pre-placement appointment**. These forms can be found in the Forms section in the back of this booklet.

### 2. Is the child being adopted from within the UK or from overseas?

If the child is being adopted within the UK, go to question 3.

If the child is being adopted from overseas, go to question 4

### 3. To qualify for adoption leave in relation to an adoption within the UK you must be able to answer yes to the following questions:

- Are you an individual who is adopting a child, one member of a couple who are adopting jointly? Yes/No
- Have you been newly matched with the child for adoption, are you an approved adopter in a “fostering for adoption” arrangement or the intended parent in a surrogacy arrangement where one or both of the intended parents is genetically related to the child? Yes/No
- Have you notified the company of your intention to take adoption leave within 7 days of being notified that you have been matched with a child? Yes/No\*
- Have you notified the company of the date when you would like your adoption leave to commence (this can be either from the date of placement or up to 14 days before the adoption is due to commence)? Yes/No\*
- Have you provided the company with the matching certificate, supplied by the adoption agency?\* Yes/No

To satisfy the notification requirement, use the form **Adoption notification (UK adoption)**. This can be found in the Forms section in the back of this booklet.

### 4. To qualify for adoption leave in relation to an adoption from overseas you must be able to answer yes to the following questions:

- Are you an individual who is adopting a child or one member of a couple who are adopting jointly? Yes/No
- Have you been newly matched with the child for adoption? Yes/No

- Have you received official notification from the relevant authority (in England this is the Secretary of State for Health; in Wales it is the National Assembly and in Scotland it is the Scottish Ministers)? Yes/No
- Have you notified the company of your intention to take adoption leave no later than 28 days after receiving the official notification (your notification must include the date when you received the official notification and the date when the child is expected to enter the country)? Yes/No?
- Have you given the company 28 days' notice of when you would like your adoption leave to commence (this can be on the date when the child enters the country or on a fixed date no later than 28 days after the child's date of entry)? Yes/No\*
- Have notified the company of the actual date when the child entered the country (you must do this no later than 28 days after the date of entry)? Yes/No\*
- Have you provided the company with a copy of the official notification from the relevant authority and evidence of the child's entry into the country? Yes/No

To satisfy the notification requirements, use the **Adoption notification (overseas adoption)**. This can be found in the Forms section in the back of this booklet.

**If you change your mind about the date you want your adoption leave to start, you must give the company 28 days written notice of the new date.**

To meet this requirement, use the **Variation to adoption leave start date** form. This can be found in the Forms section of this booklet.

**If you intend to return to work before the due date at the end of your adoption leave, you must give the company eight weeks' written notice of the new date (sixteen weeks if you are an employee shareholder).**

To meet this requirement, use the **Notification of early return from adoption leave** form. This can be found in the Forms section of this booklet.

**5. To qualify for statutory adoption pay you must be able to answer yes to the following questions:**

- Have you been continuously employed for at least 26 weeks (irrespective of the number of hours worked) ending with the week when you were notified of a match with a child? Yes/No?
- Are your average weekly earnings above the national insurance lower earnings limit? Yes/No

**6. For you and your partner to qualify for shared parental leave, you must be able to answer yes to the following questions:**

- Have you ended your entitlement to adoption leave either by returning to work before the end of your leave or by notifying the Company that you wish to curtail your leave? Yes/No?
- Do you and your partner both have caring responsibility for the child? Yes/No?
- Do you and your partner both satisfy the duration of employment test: at least 26 weeks' continuous service with the same employer ending with the week in which you are notified of a match with a child? Yes/No?
- Does your partner satisfy the economic activity test (based on the same work and earnings criteria as for Maternity Allowance)? Yes/No?
- Will you and your partner both still be working for the same employer when you intend to take the leave? Yes/No?

**7. For you and your partner to qualify for shared parental pay, you must be able to answer yes to the following question:**

- Do you and your partner both have at least 26 weeks' continuous service with the same employer ending with the week in which you are notified of a match with a child, with average weekly earnings (calculated over the eight week period before this qualifying week) above the National Insurance threshold? Yes/No?

In order to comply with the notification requirements use the forms **Mother's/adopter's notice of entitlement and intention to take shared parental leave and pay** and **Period of leave notice (adoption)**. These forms can be found in the Forms section in the back of this booklet.

**If you need further information or advice about your earnings or the current NI lower earnings limit, please contact Deafblind Scotland.**

**If you are unable to return to work, on your due date at the end of your adoption leave or at the end of a period of shared parental leave, contact the company immediately to explain why. If you are ill, you must comply with the company's normal procedures for notifying sickness absence and submitting medical certificates.**

**If you decide, now or later that you do not want to return to work, you must write to the company giving your contractual notice of the termination of your employment.**

**Request for paid time off to attend a pre-placement appointment**

To be eligible for paid time off to attend a pre-placement appointment with the child, you are required to provide the Company with details of the appointment (the date and time) and confirm that you satisfy the conditions listed in the declaration below.

Provided you comply with these requirements, you will be entitled to paid time off to attend up to five appointments. The maximum amount of unpaid time off is 6.5 hours on each occasion.

Please complete and submit this form for each appointment as far in advance of the appointment date as possible, to allow your manager to make arrangements to cover your absence.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I hereby request paid time off to attend a pre-placement appointment.

**Declaration**

I confirm that

- The reason I am requesting time off is to attend pre-placement appointment.  
:
- The date of the appointment is.....Date
- The time of the appointment is.....Time
- The appointment has been arranged by or at the request of the adoption agency.
- The information I have provided is correct.

Signed	
Date	

**Request for unpaid time off to attend a pre-placement appointment**

To be eligible for unpaid time off to attend a pre-placement appointment, you are required to provide the Company with details of the appointment (the date and time) and confirm that you satisfy the conditions listed in the declaration below.

Provided you comply with these requirements, you will be entitled to unpaid time off to attend up to two appointments. The maximum amount of unpaid time off is 6.5 hours on each occasion.

Please complete and submit this form for each appointment as far in advance of the appointment date as possible, to allow your manager to make arrangements to cover your absence.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I hereby request time off to attend a pre-placement appointment.

**Declaration**

I confirm that

- The reason I am requesting time off is to attend pre-placement appointment.  
:
- The date of the appointment is.....Date
- The time of the appointment is.....Time
- The appointment has been arranged by or at the request of the adoption agency.
- The information I have provided is correct.

Signed	
Date	

### Adoption notification (UK adoption)

Note: This form must be submitted no later than seven days after you have been notified of being matched with a child.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I wish to notify the company of my intention to take adoption leave

I was notified by the adoption agency of being matched with a child on	[date]
The expected date of placement is	[date]
I intend my adoption leave to begin on	[date]
I enclose my matching certificate	*Yes/No *Delete as appropriate

Signed	
Date	

## Adoption notification (overseas adoption)

### Part 1

Note: If you wish to take adoption leave in relation to the adoption of a child from overseas, you must submit Part 1 of this form no later than 28 days after you received official notification from the relevant authority or, if you received official notification before you joined the company, no later than 28 days after you joined the company.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I wish to notify the company of my intention to take adoption leave.

I received official notification on	[Date]
The child is expected to enter the country on	[Date]
A copy of the official notification is enclosed	*Yes/No *Delete as appropriate

Signed	
Date	

Please retain Parts 2 and 3 of this form and submit them at the appropriate time.

## Adoption notification (overseas adoption)

### Part 2

Note: If you wish to take adoption leave in relation to the adoption of a child from overseas, you must submit Part 2 of this form at least 28 days before the date when you want your adoption leave to begin.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I would like my adoption leave to begin on [Date]

Signed	
Date	

Please retain Part 3 of this form and submit it at the appropriate time.

### Adoption notification (overseas adoption)

#### Part 3

Note: If you wish to take adoption leave in relation to the adoption of a child from overseas, you must submit Part 3 of this form within 28 days of the date when the child entered the country.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I wish to notify the company that the child in relation to whom I wish to take adoption leave has entered the country.

Child's date of entry	
Copies of documents providing evidence of the child's entry are enclosed	*Yes/No *Delete as appropriate

Signed	
Date	

### Variation to adoption leave start date

Note: This form must be submitted at least 28 days before the proposed revised date for the start of your adoption leave.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I hereby notify the company that I wish to change the start date for my adoption leave.

My previously notified start date was	
I now intend to start my adoption leave on	

Signed	
Date	

### Notification of early return from adoption leave

Note: This form must be submitted at least eight weeks before the date on which you intend to return to work from adoption leave (sixteen weeks if you are an employee shareholder).

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

I hereby notify the company that I wish to return to work before the end of my adoption leave.

My date of return will be	
---------------------------	--

Signed	
Date	

**Mother's/adopter's notice of entitlement and intention to take shared parental leave and pay**

If you wish to opt into the shared parental leave and pay system, you may use this form to curtail your maternity or adoption leave (if you have not already returned to work) and to notify the Company of your entitlement and intention to take shared parental leave and pay.

Your partner must also complete and sign the relevant sections of this form. A decision to curtail your maternity/adoption leave and opt for shared parental leave will be binding unless:

- You and your partner are no longer entitled to shared parental leave or pay, or
- You have submitted your notice before the birth of your baby, or
- Your partner dies.

You must submit this form at least 8 weeks before the start date of your first period of shared parental leave.

To	Line Manager
Name	
Payroll/clock no	
Dept/location	

**Part 1: Shared parental leave**

**Maternity/adoption leave curtailment notice (for you to complete if you have not already returned to work)**

I hereby give notice that I wish to curtail my [maternity/adoption] leave.

I would like my leave to end on	
---------------------------------	--

*Note: The date that you give must be:*

- *If you are a new mother, after your compulsory leave period (the 2 weeks after the birth of your baby or 4 weeks in the case of manual workers, or*
- *If you adopting a child, after you have taken 2 weeks' adoption leave, and*
- *At least one week before the last day of your additional maternity/adoption leave period.*

**Notice of entitlement and intention to take shared parental leave (for you to complete)**

Your partner's name	
Start date of your maternity/adoption leave	
End date of your maternity/adoption leave	
Total amount of shared parental leave available (52 weeks less the number of weeks you have taken or intend to take)	
Your baby's expected date of birth [delete if inapplicable]	
Your baby's actual date of birth [delete if inapplicable]	

The date when you were notified by an adoption agency of a match with a child [delete if inapplicable]	
The date when the child is expected to be placed for adoption [delete if inapplicable]	
How many weeks' shared parental leave do you intend to take?	
How many weeks' shared parental leave does your partner intend to take?	
When do you intend to take shared parental leave? Include the start and end dates for each period of leave.	

**Note:**

- *If you are completing this form before your baby is born or before the child is placed for adoption, you must notify the Company of the actual date of birth/placement as soon as reasonably practical after this date and, in any event, before your first period of shared parental leave.*
- *Unless you have stated otherwise, the dates that you have given for your shared parental leave will be treated as non-binding.*

I confirm that:

- I have at the date of my child's [birth/placement] the main responsibility for his/her care (apart from the responsibility of my partner)
- I am entitled to statutory [maternity/adoption] leave in respect of the child and have ended my entitlement by [returning to work] [giving notice to curtail that leave before the end]
- I have been continuously employed by the Company for 26 weeks ending with [the week immediately preceding the 14<sup>th</sup> week before my expected week of childbirth] [the week in which I was notified by an adoption agency of a match with a child] and have remained in the Company's employment until the week before my period of shared parental leave
- I have complied with the statutory notification and evidence requirements
- The information I have given is accurate, and
- If I cease to care for the child, I will notify the Company immediately.

Your signature	
Date	

**To be completed by your partner**

Your partner's name	
Address	

National insurance number	
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I confirm that:

- I am the father of the child or the mother's spouse, civil partner or partner [delete if inapplicable]
- I am the spouse, civil partner or partner of the primary adopter [delete if inapplicable]
- I have at the date of the child's [birth/placement] the main responsibility for his/her care (apart from the responsibility of the mother/adopter)
- I have been an employed/self-employed earner for at least 26 weeks of the 66 weeks preceding [the mother's expected week of childbirth] [the week in which the adopter was notified by an adoption agency of a match with a child] with qualifying average earnings
- I consent to the amount of leave that the mother/adopter intends to take, and
- I consent to the mother's/adopter's employer processing the information contained in this form.

Your partner's signature	
Date	

**Part 2: Shared parental pay  
Notice of entitlement to shared parental pay (for you to complete)**

Start date of your maternity/adoption pay or maternity allowance	
End date of your maternity/adoption pay or maternity allowance	
Total amount of shared parental pay available (39 weeks less the number of weeks you have taken or intend to take)	
How many weeks' shared parental pay do you intend to claim?	
How many weeks' shared parental pay does your partner intend to claim?	
When do you intend to claim shared parental pay? Include the start and end dates for each period of shared parental pay.	

*Note:*

- *Unless you have stated otherwise, the dates that you have given for your shared parental pay will be treated as non-binding.*

I confirm that:

- I meet, or will meet, the criteria for shared parental pay (continuous employment for at least 26 weeks ending with [the week immediately preceding the 14<sup>th</sup> week before my

expected week of childbirth] [the week in which I was notified by an adoption agency of a match with a child] with average weekly earnings above the national insurance threshold)

- I became entitled to [maternity] [adoption] pay in relation to the child and have reduced that pay
- It is my intention to care for the child during each week in respect of which I am in receipt of shared parental pay
- I have complied with the statutory notification and evidence requirements
- The information I have given is correct, and
- If I cease to be eligible for shared parental pay, I will notify the Company immediately.

Your signature	
Date	

**To be completed by your partner**

I confirm that:

- I consent to the intended claim of the mother/adopter for shared parental pay.

Your partner's signature	
Date	

**Variation to notice of entitlement and intention to take shared parental leave and pay**

You must submit this form at least 8 weeks before the start date of your first period of shared parental leave.

To	[Name/Job title/address of person to be notified]
Name	
Payroll/clock no	
Dept/location	

I hereby give notice that I wish to vary the notice of entitlement and intention to take shared parental leave I submitted on [.....]. [date]

When do you now intend to take shared parental leave? Include the start and end dates for each period of leave.	
If you have given the Company a period of leave notice, give details of the periods of shared parental	
Give details of any period of shared parental pay that have been notified to the	

Company	
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- *Unless you have stated otherwise, the dates that you have given for your shared parental leave will be treated as non-binding.*

I declare that I agree to the above variation

Your signature	
Date	

Your partner's signature	
Date	

**Revocation notice**

To	[Name/Job title/address of person to be notified]
Name	
Payroll/clock no	
Dept/location	

I hereby revoke my decision to end my maternity/adoption leave.

The reason for my decision is *[delete as appropriate]*:

- I no longer qualify for shared parental leave or pay. *[Where this is the case, you must complete this form within 8 weeks of the date when your notice of entitlement and intention to take shared parental leave was submitted]*
- My partner no longer qualifies for shared parental leave or pay. *[Where this is the case, you must complete this form within 8 weeks of the date when your notice of entitlement and intention to take shared parental leave was submitted]*
- I am a new mother and submitted my notice of entitlement and intention to take shared parental leave before the birth of my baby. *[Where this is the case, you must complete this form within 6 weeks of the baby's birth], or*
- My partner died on ..... *[date of death]. [Where this is the case, you must complete this form within a reasonable time after the date of the death].*

Signature	
Date	

**Period of leave notice (adoption)**

This notice must be submitted no less than 8 weeks before the start date of the first period of parental leave requested.

To	[Name/Job title/address of person to be notified]
Name	
Payroll/clock no	
Dept/location	

**Please enter the start and end dates for each period of shared parental leave that you are requesting in this notice.**

I hereby request the following periods of shared parental leave:

From.....[date] To.....[date]  
 From.....[date] To.....[date]  
 From.....[date] To.....[date]  
 From.....[date] To.....[date]

**If you are requesting leave before the child is placed for adoption, you may request a period of leave by reference to the date of the child’s placement, as follows:**

I hereby request a period of shared parental leave starting [on the date of the child’s placement] [[number ] days after the child’s placement] and ending [[number ] days after the child’s placement]. *[delete brackets as appropriate]*

*Note: An adopter cannot start their shared parental leave until after they have taken two weeks’ adoption leave.*

Signature	
Date	

**Period of leave variation notice**

This form must be submitted at least 8 weeks before the date(s) you wish to vary and the proposed revised date(s) for your shared parental leave.

You may:

- Vary the start and end dates of any period of shared parental leave
- Request that a single period of leave becomes a discontinuous period of leave, or
- Vary (including cancel) the amount of leave you have requested.

To	[Name/job title/address of person to be notified]
Name	
Payroll/clock no	
Dept/location	

I hereby notify the Company that I wish to vary the period of leave notice I submitted on [.....] [date].

I am entitled to the following period(s) of shared parental leave (give details)	
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I now wish to request the following period(s) of shared parental leave (give details)	
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*Note: In total, you may only give up to three period of leave notices (including changes to any previous notices) however, some changes are not included in this cap:*

- *Where the change is by mutual agreement*
- *Where a notice is withdrawn*
- *Where the period of leave is varied because a child is born before the expected week of childbirth, or*
- *Where the Company has requested the variation.*

Signed	
Date	