

**APPLICATION FOR ADOPTION LEAVE**

(NOT entitled to Statutory\* Adoption pay)

\*To qualify you must have been employed for 26 weeks by the time you are matched with a child

 **Personal Details**

|  |  |
| --- | --- |
| **Surname:**  | **Forenames:** |
| **Email:** | **Tel no:** |
| **UCL Employee Number:** |
| **UCL Department / Division** |
| **Line Manager:**  | **Post ID:** |

**Please tick as appropriate:**

I enclose my original adoption matching certificate YES [ ]  NO [ ]

If you have not enclosed your adoption matching certificate, please provide reason and if applicable, the date you will submit it.

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**CONFIRMATION OF ADOPTION LEAVE PERIOD**

My expected date of placement is…………………………….

I wish my adoption leave to commence on: …………………………………...............

**I wish to take my adoption leave as follows** (please tick the appropriate boxes)**:**

18 weeks full pay plus up to 34 weeks’ unpaid leave [ ]

9 weeks full pay, 18 weeks half pay plus up to 25 weeks’ unpaid leave [ ]

I wish to take …………… weeks/days (delete as appropriate) unpaid adoption leave following my period of paid leave.

**Return from adoption leave**

You are expected to return from your adoption leave 52 weeks from the date your adoption leave commences. If you would like to return before this date, you must give 8 weeks written notice of your intention to return.

Alternatively, if you already know that you want to return before the 52-week date, you can propose a different return date on this form below. Please note that answering the question below is **not** mandatory. You can change your mind about when you want to come back but you must give 8 weeks written advance notice of the new date.

*Optional Question:*

My proposed date of return to work is……………………...

You will resume on your normal rate of pay on this date. If you wish to take outstanding annual leave at this point you should agree the dates with your manager in the usual way.

If you wish to convert any of the above paid/unpaid adoption leave and pay into shared parental leave and pay, please read the [policy](https://search2.ucl.ac.uk/s/redirect?collection=website-meta&url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fshared-parental-leave-and-pay-policy&index_url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fshared-parental-leave-and-pay-policy&auth=TBurNcmu1FK%2Fu%2FyqJvBEWw&profile=_website&rank=1&query=shared+parental+leave) and fill in the following forms. You will need to give at least 8 weeks’ notice if bringing your adoption leave to an end and starting any shared parental leave.

[End of Adoption leave form](http://www.ucl.ac.uk/hr/docs/parental-form3.docx)

[Entitlement and Intention to Commence Shared Parental Leave](http://www.ucl.ac.uk/hr/docs/parental-form4.docx)

[Period of Leave Notice](http://www.ucl.ac.uk/hr/docs/parental-form5.docx)

**KEEPING IN TOUCH DAYS**

You are entitled to request up to 10 Keeping in touch (KIT) days, which must be agreed with your line manager.

You will be paid your normal rate of pay to the nearest half or full day for any KIT days you take, **in addition** to any OAP you are receiving at the time the KIT Day is taken.

**Contact on Leave:**

My contact address whilst on adoption leave is:

………………………………………………………………………………………………………….

……………………………………………………………Post code……………………………….

Email: …………………………………………………… Tel no: ……………………………..

Should you have any queries regarding your adoption leave entitlements, please contact HR Services, or alternatively speak to your departmental administrator

**SIGNED:** ………………………………………… **DATE:** …………………………

**PLEASE PASS TO YOUR LINE MANAGER FOR COUNTERSIGNING**

**\_**

**TO: LINE MANAGER**

The employee is eligible for UCL adoption pay totalling 18 weeks leave with full pay or 9 weeks full pay and 18 weeks half pay.

If their appointment is funded by a grant and the grant expires during the period of paid adoption leave, on a fixed term contract or otherwise made redundant but the employee is otherwise eligible for UCL adoption pay, then UCL adoption pay will be paid until the last day of service. Remember that it is important to fully consult with your employee should any such changes occur whilst they are on leave.

The employee is eligible to 52 weeks of adoption leave in total.

The employee can also request the use of up to 10 keeping in touch days in which they can undertake work, training or attend meetings. This will not extend the total adoption leave period. There is no obligation on the employee or UCL to make use of these days. Employees will be paid to the nearest half or full day for any keeping in touch days worked.

Annual leave accrues throughout the adoption leave period.

Using the options below, please confirm how you intend to cover the post held by this individual whilst they are on adoption leave:

[ ]  External recruitment for full post

[ ]  External recruitment for element of post

[ ]  Internal secondment

[ ]  Acting up

 [ ]  100%

 [ ]  < 100% Please state %\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Redistribution of duties internally

[ ]  No cover required

please give reason why cover is not required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below indicating your approval of the above.

**SIGNED:** ……………………………………. **NAME:** ……………………………………….

**DATE:** …………………………

***Please pass promptly to the HR Services team***

**HUMAN RESOURCES (to complete):**

**Name:**……………………………………….**Signed**……………………………………….

**Date:**......................................................................

**PAYROLL (to complete):**

**Name:**.........................................................**Signed**………………………………….

**Date:**……………………………………………..

|  |
| --- |
| **Mat Leave Proform Completed: [ ]** **Pension Scheme:** USS **[ ]** NHS **[ ]**  |
| SAUL **[ ]**  |
|  |