



Cantley with Branton Parish Council

Employee form to request statutory adoption leave

Please read these notes before completing the form

1. In order for us to process your intention to take adoption leave, we require the information requested on this form. Please complete it in as much detail as possible to enable our smooth processing of your request.
2. The child must be under the age of 18 when placed with you and the earliest date you can start adoption leave is 14 days before the date of placement.
3. Please inform us of your intention to take adoption leave within seven days of the date you receive notification of being matched with a child. If this is not possible, you must inform us as soon as is reasonably practicable.
4. Unless you state otherwise, we will assume that you will take your full entitlement of 52 weeks' adoption leave. You are able to change your return to work date provided you give us at least 8 weeks' notice. This applies whether you simply wish to return to work early or because you qualify for shared parental leave and wish to take it.
5. If you are adopting from overseas, you must tell us of the date on which the child will enter Great Britain within 28 days of the match notification date.

When complete, please return this form to the Clerk/Chairman
Please also keep a copy for your records.

EMPLOYEE DETAILS

Name of employee: _____ Department: _____
Home address: _____
Email address: _____
Home telephone number: _____

ADOPTION LEAVE DETAILS

Expected date of placement:	_____
Intended start date of adoption leave:	_____
Intended return to work date:	_____

Declaration:

- I confirm that I have been matched with a child for adoption and I wish to take statutory adoption leave.

Employee signature:

Date:

COMPLETE THIS SECTION IF ADOPTING FROM OVERSEAS

Date official match notification was received:

Expected date of child's entry into Great Britain

FURTHER INFORMATION

If my employer so requests, I will provide the following information:

- (a) the name and address of the adoption agency,
- (b) the date on which I was notified of being matched with a child for adoption, and
- (c) the date on which the agency expects to place the child with me, and that I must comply with this request in order to take statutory adoption leave.

Employee signature:

Date: