



Adoption Statement - Confidential

THIS STATEMENT MUST BE LODGED WITH YOUR HUMAN RESOURCES ADVISER WITHIN 7 DAYS OF THE ADOPTER BEING NOTIFIED BY THE ADOPTION AGENCY THAT SHE/HE HAS BEEN MATCHED WITH A CHILD

I enclose a Matching Certificate confirming that I have been matched with a child for adoption and give notice that ***I wish/do not wish** to return to work with the University at the end of my adoption leave.

Please accept this notification as an application for adoption leave. I will commence my adoption leave on / /....., as agreed with my Head of School/Section.

Please complete only if you intend to return to work:

My attention has been drawn to the right of the University to reclaim the whole or part of the non-statutory element of adoption pay if I fail to return to work and continue in employment for at least three months, as defined in the Adoption Policy, and I hereby undertake to refund that amount if such a situation arises.

Please complete only if you intend to return to work:

I am entitled to contractual adoption pay and wish to receive payment over:

*twenty six weeks

(that is, 8 weeks leave on full pay and 18 weeks on half pay followed by 13 weeks of SAP only, followed by additional 13 weeks unpaid leave)*check individual's circumstances to see if applicable as it might be they don't use the full 52 weeks.*

or

*seventeen weeks

(that is, 17 weeks leave on full pay followed by 22 weeks on SAP followed by additional 13 weeks unpaid leave)

At the end of my ordinary adoption leave (OAL) , I would:

*like to be paid for holiday accrued during OAL.

*not wish to be paid for holiday accrued during OAL (I will be taking the annual leave immediately before or after adoption leave in agreement with the Head of School/Section)

*I will confirm my intentions regarding accrued holidays at a later date.

I intend to return to work on .../.../..... (If left blank, it is assumed that adoption leave will be 52 weeks in total [26 weeks of Ordinary Adoption Leave and 26 weeks of Additional Adoption Leave]. If you wish to change your return date, 8 weeks notice is required).

Signed Date

School/Section

* Delete as appropriate