## 

### Human Resources

## ADOPTION LEAVE NOTIFICATION FORM

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| **Name:** | Employee number: | Line Manager: |

### Please confirm the details of your Adoption Leave as follows:

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| --- | --- | --- |
| Last Working Day prior to Adoption Leave: |  | |
| Annual Leave to be taken immediately prior to Adoption Leave: |  | |
| **START DATE OF ADOPTION LEAVE:** |  | |
| **Are you a Reporting Manager to other employees?** | YES | NO |
| If yes, the name of the Reporting Manager during your Adoption Leave: |  | |

Even after completing this form, you can change the start date of your Adoption Leave, provided that you give us at least 4 weeks’ written notice of any change – by completing a new copy of this form.

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| Do you currently intend to return to work at the University following your Adoption Leave? | Yes / No | |
| If eligible for Occupational Adoption Pay, do you wish your OAP to be paid during your Adoption Leave, or deferred until your return to work (see Adoption Policy for further details)? | Paid During / Deferred | |
| Please tick any Salary Sacrifice Schemes you participate in: | Cycle to work |  |
| Lease car |  |
| Childcare+ |  |
| Bus+ |  |

|  |  |
| --- | --- |
| Expected Date of Return from Adoption Leave: |  |
| Annual Leave to be taken immediately after Adoption Leave: |  |
| First Working Day after Adoption Leave: |  |

*If you leave the Expected Date of Return blank then we will assume that you intend to take your full 52 weeks of Adoption Leave. Even after completing this form, you can still change your mind regarding your return date, provided that you give at least 8 weeks’ written notice of your intentions. Filling in an expected return date on this form does not in any way affect your right to take your full entitlement to Adoption Leave.*

*I confirm that I have read the University’s Adoption Policy and that I will be taking Adoption Leave as set out above. Should any of the above dates change I will give appropriate written notice to the University, as set out in the Adoption Policy.*

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| Signed: | Date: |