

Title	Adoption
Associated Policies	<ul style="list-style-type: none"> • Maternity Support Leave (Paternity) (TPO/STA/07) • Adoption (TPO/STA/01) • Parental Leave (TPO/STA/06) • Staff Absence (Illness) (TPO/STA/13) • Special Leave of Absence (TPO/STA/14) • Shared Parental Leave – Birth (TPO/STA/29) • Flexible Working (TPO/STA/28)

REVIEWED: March 2022

NEXT REVIEW: March 2025

1. Policy Statement

- 1.1 This policy outlines the statutory rights and responsibilities of employees who adopt and sets out the arrangements for adoption leave. If you are adopting through an overseas adoption agency, see paragraph 23.
- 1.2 This policy provides a summary of the different adoption leave and pay entitlements and the qualifying requirements. Statutory entitlements are those provided for by employment law, contractual entitlements are part of the employee’s contract of employment. The Trust is committed to adhering to the terms set out in the Burgundy Book and the Green Book conditions of service as a minimum.
- 1.3 No sort of “family friendly” leave will have a detrimental impact on an individual’s employment prospects or pay progression.
- 1.4 The Trust are committed to assessing individuals on family friendly leave against their PDD objectives before their leave begins and when they return.
- 1.5 If an employee has a child placed with them under a local authority "fostering for adoption" or "concurrent planning" arrangement, they may also be entitled to adoption leave and pay. Please speak to HR for further information.

2. Who does this policy apply to?

- 2.1 This policy applies to all employees at Brooke Weston Trust and is relevant to staff who wish to take Adoption Leave and are the Primary Adopter.
- 2.2 Where an employee is the secondary adopter, they should refer to the Maternity Support Leave Policy.
- 2.3 In some cases an employee and their partner may be eligible to opt into the Shared Parental Leave (SPL) scheme which gives more flexibility to share the leave and pay available in the first year after the child is placed with the family. However, one person must take at least two weeks' adoption leave first. Details of SPL are set out in the Shared Parental Leave (Adoption) Policy.
- 2.4 You do not qualify for Statutory Adoption Leave or Pay if you:
 - arrange a private adoption
 - become a special guardian or kinship carer
 - adopt a stepchild
 - adopt a family member

3. Who is responsible for carrying out this policy?

- 3.1 The implementation and application of this policy will be monitored by the Senior Leadership Team and governors of the Academy and will remain under constant review by Brooke Weston Trust.
- 3.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.
- 3.3 This information will be monitored and shared with the recognised trade unions on an annual basis, including by protected characteristics.

4. Definitions**4.1** The definitions in this paragraph apply in this policy:

- **Adopter:** A child's adopter is either the person who has been matched with the child for adoption or, where two people have been matched jointly, the person who has elected (at the time they are notified that they have been matched) to be the child's primary adopter for statutory adoption leave and pay purposes.
- **Prospective adopter:** A prospective adopter is someone who has been approved as suitable to adopt a child and has been notified of that decision.
- **Partner:** spouse, civil partner or someone living with another person in an enduring family relationship, but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew. Please refer to the Maternity Support Leave Policy for information on leave entitlement for partners of Primary Adopters.
- **Adoption agency:** An adoption agency in England and Wales is defined by reference to section 2 of the Adoption and Children Act 2002 (ACA 2002)(either a local authority or registered adoption society in England and Wales)
- **Matched for adoption:** A person is matched with a child for adoption when:
 - An adoption agency decides that they would be a suitable adoptive parent for the child either individually or jointly with another person; or
 - A decision has been made to place the child with a local authority foster parent who is also an approved prospective adopter and an adoption agency has identified them as the person with whom the child is to be placed.
- **Notification of being matched for adoption:** A person is notified of having been matched with a child:
 - When an adoption agency decides that they would be a suitable adoptive parent, on the date on which they receive notification of the adoption agency's decision.
 - When a local authority foster parent is identified as an adoptive parent, on the date on which they receive notification of the adoption agency's decision.
- **Notification of being placed for adoption:** A person is notified of a child being placed for adoption where either the child is:
 - Placed for adoption under the ACA 2002; or
 - Placed in accordance with section 22C of the Children Act 1989 with a local authority foster parent who is also a prospective adopter.

5. Notification

- 5.1 The employee must give the Trust notice in writing of their intention to take statutory adoption leave within 7 days of the agency notifying them in writing that it has matched them with a child. This must include:
 - The expected date of placement
 - The date the employee wishes their leave to begin (Intended Start Date)
 - How much leave they intend to take

- 5.2 The Academy will then write to the employee within 28 days to inform them of their Expected Return Date assuming you take your full entitlement to adoption leave.
- 5.3 At least 28 days before their Intended Start Date (or, if this is not possible, as soon as they can), the employee must also provide the Trust with:
- (a) A Matching Certificate from the adoption agency confirming:
 - The agency's name and address
 - The name and date of birth of the child
 - The date the employee was notified of the match; and
 - The Expected Date of Placement
 - (b) Written confirmation that the employee intends to take statutory adoption leave and not statutory paternity leave.
- 5.4 The form in Appendix B should be completed and returned to the Line Manager

6. Time off for Adoption Appointments

- 6.1 An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for the Adopter to have contact with a child who is to be placed with them for adoption, or for any other purpose related to the adoption.
- 6.2 An employee may take paid time off to attend an adoption appointment once the adoption agency has notified them that a child is to be placed with them for adoption but before the child is actually placed with them.
- 6.3 If an employee is adopting on their own or has elected to be the primary adopter, they may take paid time off to attend an adoption appointment on up to five occasions in relation to any particular adoption.
- 6.4 Where an employee and their partner are jointly adopting a child and both adopters are potentially eligible for adoption leave and pay, the adopter that intends to take a longer period of time off work would normally be the person who takes paid time off work to attend adoption appointments.
- 6.5 If an employee is the secondary adopter so intends to take Maternity Support Leave and pay, they may take paid leave to accompany their partner to up to two appointments. The partner can take 6.5 hours per appointment, including travelling and waiting time. Any extra time can be taken with the employer's consent or as holiday

7. Entitlement to Adoption Leave

- 7.1 Adoption leave is only available if the employee is adopting through an adoption agency. It is not available through private adoption if there is no agency involved, for example, if the employee is formally adopting a stepchild or other relative.
- 7.2 The employee is entitled to adoption leave if they meet all the following conditions:
- They are adopting a child through a UK or overseas adoption agency.
 - An adoption agency has given them written notice that it has matched them with a child for adoption and tells them the Expected Placement Date
 - They have notified the agency that they agree to the child being placed with them on the Expected Placement Date
 - Their spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take Maternity Support Leave)
 - They provide the Trust with the necessary notice and evidence

- 7.3 The maximum adoption leave entitlement is 52 weeks, consisting of 26 weeks' Ordinary Adoption Leave (OAL) and 26 weeks' Additional Adoption Leave (AAL).
- 7.4 If the adoption agency is placing more than one child with an employee as part of the same arrangement, this is treated as one adoption and will not increase the amount of adoption leave or time off an employee can take.
- 7.5 **If an employee is adopting a child with another person**, they must decide who will be treated as the primary adopter and who will be treated as the secondary adopter for the purposes of time off. They must tell the employer their decision the first time they request time off for an adoption appointment. This will affect how much time they can take off and whether it is paid.
- 7.6 An employee would usually choose to be the primary adopter if they intend to take adoption leave when the child is placed with them. They would not be able to take Maternity Support Leave if they have elected to be the primary adopter.
- 7.7 An employee would usually choose to be the secondary adopter if they intend to take Maternity Support Leave (paternity leave) when the child is placed with them, although they may be able to take adoption leave if their partner is not taking it. Please refer to Maternity Support Leave Policy.
- 7.8 **If an employee is adopting a child alone**, they are treated as the primary adopter.

8. Starting Adoption leave

- 8.1 The employee may begin their adoption leave on the placement date or up to 14 days before the placement date. Where the employee has chosen to start their leave on the placement date and they are at work on that date, their leave begins in the following day. It cannot start any later than the day after the placement date.
- 8.2 The employee must notify us of their Intended Start Date. We will then write to the employee within 28 days to inform the employee of the date we will expect the employee to return to work if they take their full entitlement to Adoption leave (**Expected Return Date**).
- 8.3 If an employee wishes to change their Intended Start Date they must notify their Academy in writing. They should give as much notice as they can, but wherever possible they should tell the school at least 28 days before the original Intended Start Date (or the new start date if they are bringing the date forward). The Academy will then write the employee within 28 days confirm their new Expected Return Date.
- 8.4 A minimum of two weeks adoption leave must be taken immediately following the placement of the child as compulsory adoption leave.
- 8.5 Shortly before the adoption leave starts the Academy will discuss with the employee the arrangements for covering work and the opportunities for the employee to remain in contact, should they wish to do so, during their leave. Unless the employee requests in writing otherwise, they will remain on circulation lists for internal news, job vacancies, training and work-related social events.

9. Adoption Pay

- 9.1 A summary of the entitlements and obligations to Adoption leave and pay for staff is set out in the table in Appendix 1.
- 9.2 **Entitlement to Adoption Leave and Pay for all Categories of Staff, with Less than 26 weeks Service by the week they are matched with a child**
- 9.2.1 All employees are entitled to take up to 52 weeks adoption leave from day one of employment.

- 9.2.2 There is a requirement to give the employer at least 28 days' notice of the date on which the absence will begin. If the employee wishes to resign her employment the normal contractual notice period applies.
- 9.2.3 The employee is not required to give notice of their intention to return to work following Adoption leave unless they return before the end of the 52 week period, in which case they must give 4 weeks' notice of her intention to return.
- 9.3 Entitlement to Adoption Leave and Pay for all Categories of Staff with More than Twenty-six weeks Service as at the 15th week before the week they are matched with a child but less than 1 Years' Service as at the 11th week before the week they are matched with a child**
- 9.3.1 In addition to the Adoption entitlement for employees set out above, for those with more than twenty-six weeks service by the week they are matched with a child, there is a possible entitlement to be paid Statutory Adoption Pay (SAP), depending on the employee meeting [certain conditions](#).
- 9.4 Entitlement to Adoption Leave and Pay for all Categories of Staff with More than One Year's Service as at the 11th week before the week they are matched with a child**
- 9.4.1 For those employees with more than one year's service as at the 11th week before they are matched with a child, in addition to the above Adoption leave and pay entitlements there is an entitlement to receive contractual Adoption pay.
- 9.4.2 A summary of the entitlements and obligations to Adoption leave and pay for all categories of staff is set out in appendix 1.
- 9.5 Statutory adoption pay is payable to eligible adoptive parents for up to 39 weeks. It stops being payable when the employee returns to work if this is before 39 weeks or if the placement is disrupted.
- 9.6 The employee is entitled to statutory adoption pay if:
- They have been continuously employed by the Trust for at least 26 weeks ending with the week the employee is notified by the adoption agency that they have been matched with the child (the Qualifying Week) and are still employed by us during that week
 - Their average weekly earnings during the eight weeks ending with the Qualifying Week (the week they are notified of the match) are not less than the lower earnings limit set by the Government
 - They have given the Trust the relevant notifications and proof of the adoption
 - be on the Trust's payroll and earn at least the [earnings limit set by the government](#) in an 8-week period
- 9.7 SAP is calculated as follows:
- First six weeks: SAP is paid at the **Earnings-related Rate** of 90% of your gross earnings over the Relevant Period.
 - Remaining 33 weeks: SAP is paid at the [Prescribed Rate](#) which is set by the government for the relevant tax year, or the Earnings-related Rate if this is lower.
- 9.8 SAP accrues with each complete week of absence but payments shall be made on the next normal payroll date. Income Tax, National Insurance and pension contributions shall be deducted as appropriate.
- 9.9 If the employee leaves employment with the Trust for any reason (for example, if they resign or are made redundant) they will still be eligible for Statutory Adoption Pay if the employee has already been notified by an agency that they have been matched with a child. In such cases, Statutory Adoption Pay shall start:
- 14 days before the Expected Placement Date; or
 - The day after employment ends, whichever is the later

9.10 If the employee becomes eligible for a pay rise before the end of their adoption leave, they will be treated for Statutory Adoption Pay purposes as if the pay rise had applied throughout the Relevant Period. This means that the Statutory Adoption Pay will be recalculated and increased retrospectively, or that the employee may qualify for Statutory Adoption Pay if they did not previously qualify. The Trust will pay the employee a lump sum to make up the difference between any Statutory Adoption Pay already paid and the amount payable by virtue of the pay rise. Any future Statutory Adoption Pay payments at the Earnings-Related Rate (if any) will also be increased as necessary.

10. Terms and conditions during Adoption Leave

10.1 Contractually, the employee is treated as being temporarily absent from work when on Adoption Leave. All contractual benefits, except pay, will continue as normal. This includes the

- accrual of annual leave entitlement.

11. Annual leave

- 11.1** Staff who have an annual leave entitlement, accrue bank holidays and annual leave during adoption leave. Staff can either carry it forward or use it for a paid period of deferral to return to work.
- 11.2** For Teachers and Support Staff who work less than 52 weeks, there is a statutory annual leave entitlement to 28 days (5.6 weeks) reduced pro rata for part-time workers. This should be taken either before or after their adoption leave period, during school closure periods. On return from adoption leave, they will only be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate their leave in that leave year.

Where return from adoption leave is so close to the end of the leave year that there is not enough time to take all the annual leave, it can be carried forward to the following leave year and be taken during the remaining periods of school closure after the 28 days annual leave for that year has been accommodated.

12. Disrupted Adoption

- 12.1** Adoption leave is disrupted if it has started but:
- you are notified that the placement will not take place;
 - the child is returned to the adoption agency after placement; or
 - the child dies after placement.
- 12.2** In case of disruption your entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless your entitlement to leave or pay would have ended earlier in the normal course of events.
- 12.3** There is a further entitlement to Parental Bereavement Leave, and information on this can be found in the Special Leave of Absence Policy.

13. Pensions

- 13.1** Members of the Teachers’ Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) will pay contributions based on the actual adoption pay received during the first 39 weeks of the maternity pay period.
- 13.2** During unpaid AAL we shall not make any payments into the pension scheme and you will no longer continue paying contributions.
- 13.3** If you are employed as a teacher, and are a member of the TPS, you are advised to contact Teachers Pensions to seek advice on the effect that a period of unpaid adoption leave will have as

well as any options available to enhance your pension. Further details are available on www.teacherspensions.co.uk.

- 13.4 If you are employed as a member of support staff, and are a member of the LGPS, you may wish to pay contributions in respect of the period of unpaid adoption leave and you should contact the Pensions Scheme Administrators who will provide further details on request.

14. Redundancies during Adoption

- 14.1 In the event that the employee's post is affected by a redundancy situation occurring during their adoption leave, we shall write to inform the employee of any proposals and shall invite the employee to a meeting before any final decision is reached as to their continued employment. Employees on adoption leave who have been selected for redundancy shall be given first refusal on any suitable alternative vacancies that are appropriate to their skills. Further details can be found in the Trust Redundancy Policy.

15. Keeping in touch

- 15.1 We may make reasonable contact with the employee from time to time during their adoption leave.
- 15.2 The employee may work (including attending training) for up to ten days during adoption leave without bringing their adoption leave or SAP to an end.
- 15.3 Each occasion worked is classed as a KIT Day during the adoption leave period, up to the 10-day maximum. In other words, if an employee cannot split their 10 KIT days into 20 half days.
- 15.4 The arrangements would be set by agreement with the Principal or relevant manager. The employee is not obliged to undertake any such work during adoption leave.
- 15.5 Shortly before the employee is due to return to work, we may invite the employee to have a discussion (whether in person or by telephone) about the arrangements for their return. This may cover:
- Updating the employee on any changes that have occurred during their absence
 - Any training needs the employee might have; and
 - Any changes to working arrangements
- 15.6 KIT days will be paid at an employee's normal pay and can be offset against SAP. The Trust will ensure that employees do not suffer a financial detriment as a result of taking a KIT day.

16. Expected return date

- 16.1 Once the employee has notified the Trust in writing of their intended Start Date, the Trust will send them a letter within 28 days to inform them of their Expected Return Date. If the employee's start date changes the Trust will write to them within 28 days of the start of adoption leave with a revised Expected Return Date.
- 16.2 The Trust will expect the employee back at work on their Expected Return Date unless they tell us otherwise. It will help the Trust if, during the employee's adoption leave, the employee is able to confirm that they will be returning to work as expected.

17. Returning early

- 17.1 If the employee wishes to return to work earlier than the Expected Return Date, they must give us 21 days' prior notice. It is helpful if the employee gives this notice in writing.
- 17.2 If not enough notice is given, we may postpone the employee's return date until 21 days after they gave notice, or to the Expected Return Date if sooner.

18. Returning late

- 18.1** If the employee wishes to return later than the Expected Return Date, they should either:
- Request unpaid parental leave in accordance with the Trusts Parental Leave Policy, giving us as much notice as possible but not less than 21 days; or
 - Request paid annual leave in accordance with their contract, which will be at our discretion.
- 18.2** If the employee is unable to return to work due to sickness or injury, this will be treated as sickness absence and our Staff Absence (Illness) Policy will apply.
- 18.3** In any other case, late return will be treated as unauthorised absence.

19. Deciding not to return

- 19.1** If the employee does not intend to return to work, or is unsure, it is helpful if the employee discusses this with us as early as possible. If the employee decides not to return they should give notice of resignation in accordance with their contract. The amount of adoption leave left to run when the employee gives notice must be at least equal to their contractual notice period, otherwise we may require the employee to return to work for the remainder of the notice period.
- 19.2** Once the employee has given notice that they will not be returning to work, the employee cannot change their mind without our agreement.
- 19.3** This does not affect the employee's right to receive SAP however an employee may need to repay any contractual Adoption pay as set out in Appendix 1.

20. The employee's rights when they return

- 20.1** The employee is normally entitled to return to work in the same position as they held before commencing leave. The employee's terms of employment shall be the same as they would have been had the employee not been absent.
- 20.2** If an employee returns to work during their Ordinary Adoption Leave, they are entitled to return to their previous job role. If an employee returns to work during their Additional adoption leave, an employer is not obligated to give back their previous job, if it is no longer practical. Instead the Academy must offer a similar role that has the same terms and conditions as the previous position. However, Brooke Weston Trust will wherever possible ensure an employee is able to return to their previous post.

21. Flexible working request

- 21.1** We will deal with any requests by employees to change their working patterns on a case-by-case basis. Any formal requests to change their working pattern must be submitted using the Trust's Flexible Working policy. We will try to accommodate their wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if requests are made as early as possible.

22. Surrogacy Arrangements

- 22.1** Surrogacy is when someone else carries and gives birth to a baby for the intended parents. An individual who gives birth to a child will be their legal parent at birth. If the surrogate is married or in a civil partnership, their spouse or civil partner will be the child's second parent at birth, unless they did not give their permission.
- 22.2** You must apply to become the legal parent within 6 months of the child's birth to get surrogacy rights, leave and pay. You must apply for:
- a parental order – if one intended parent is genetically related to the child
 - an adoption order – if the intended parents are not genetically related to the child

- 22.3** If you're taking time off work to have a child through surrogacy, you will be entitled to Adoption Pay and Leave if you meet the eligibility criteria set out above.
- 22.4** You must give your employer proof of surrogacy.
- 22.5** You must tell your employer no later than the 15th week before your baby is due that you intend to take adoption leave. You must tell your employer:
- the expected week of childbirth
 - when you want your leave to start
- Where possible, you should give your employer at least 28 days' notice of the date you want your adoption pay to start.
- 22.6** The person carrying the baby will be entitled to time off to attend antenatal appointments. As the intended parent, you can get paid time off to attend 2 antenatal appointments with the person giving birth.

23. Overseas Adoption

- 23.1** If you are adopting a child from overseas, the following will apply, in addition to the rest of this policy:
- 23.2** You must have received notification that the adoption has been approved by the relevant UK authority (Official Notification).
- 23.3** You must give us notice in writing of:
- your intention to take adoption leave;
 - the date you received Official Notification; and
 - the date the child is expected to arrive in Great Britain
- 23.4** This notice should be given as early as possible but in any case within 28 days of receiving Official Notification (or, if you have less than 26 weeks' employment with us at the date of Official Notification, within 30 weeks of starting employment).
- 23.5** You must also give us at least 28 days' notice in writing of your Intended Start Date. This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain.
- 23.6** You must also notify us of the date the child arrives in Great Britain within 28 days of that date.
- 23.7** We may also ask for a copy of the Official Notification and evidence of the date the child arrived in Great Britain.

24. Policy Review

- 24.1** This policy has been implemented following consultation with the recognised trade unions and subsequent amendments and reviews will be subject to the same.

Appendix 1 - Adoption Entitlements and Application Form

What service do I have?	What options are available to me?	How much Adoption leave am I entitled to?	What Adoption pay am I entitled to
Less than 26 weeks service (Irrespective of hours worked) as at the week they are matched with a child	A I would like to return to work	Up to 52 weeks absence in total including up to 14 days before the placement of a child	No entitlement to Adoption Pay – but you may be able to get an adoption allowance from your local authority if you are unable to work for a period, but this is discretionary and highly variable.
	B I would like to resign	Not applicable	As above
26 weeks or more as at the week they are matched with a child but less than 1 years service.	C I would like to return to work	Up to 52 weeks absence in total including up to 14 days before the placement of a child	Depending on salary and average earnings: Six weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid.
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 14 days before the placement of a child	Depending on salary and average earnings: Six weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP and the remainder unpaid.
	E I would like to resign	Not applicable	Depending on salary and average earnings: Six weeks higher rate SAP at 90% of average earnings followed by 33 weeks lower rate SAP
At least 1 years continuous service as at the week they are matched with a child	F I would like to return to work	Up to 52 weeks absence in total including up to 14 days before the placement of a child	4 weeks at full pay and 2 weeks at 90% of full pay, followed by, 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings: 33 weeks lower rate SAP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 14 days before the placement of a child	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SAP and the remainder unpaid. The 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SAP

SAP - Service for SAP is continuous service with the current employer only and is only payable if employed during the 8 week period 15 weeks before the week they are matched with a child subject to the qualifying period.

Name

Payroll Number

Home Address

School

Expected Date of Placement

Date:

Adoption Options

Please tick one option below. Refer to table overleaf

A	C	D	F	G
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intended Start Date of Adoption leave: I understand this date can be altered and I must give at least 28 days' notice of the revised date Adoption leave is to commence.				

B	E	H
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I do not intend to return to work and thereby wish to formally terminate my contract of employment effective from:

- Date: _____
- The end of my Adoption pay period

I have read and understand the adoption policy, which I have retained.

Signed: Date:

NB. If you are intending to take a period of unpaid absence during your adoption leave you should be aware that you will not pay pension contributions during this period. You are advised to contact LGPS / Teachers Pensions to seek advice on the effect that a period of unpaid adoption leave will have.

Keeping in Touch Days

You are entitled to “keep in touch” with the Trust for up to a maximum of 10 days during your adoption leave without affecting your entitlement to statutory or contractual adoption pay. The exact arrangements for “keeping in touch” must be discussed with your Principal/Line Manager.

- I wish to discuss with my Principal/ Line Manager arrangements for “keeping in touch” days.
- I do not wish to discuss arrangements for “keeping in touch” days but reserve the right to discuss this with my Principal/ Line Manager at a later date during my adoption leave.

Authorising Signature

I confirm that I have discussed “keeping in touch” days with the employee if requested.

- I certify that I have received a copy of the Matching Certificate

Signed: Date:

Please return this completed form to EPM as soon as possible