



Guidance Notes for Adoption Leave (including Surrogacy) Notification Form

Please read these guidance notes before completing the Adoption Leave Notification Form.

The Adoption Leave Notification Form should be used by an employee to formally notify their line manager/supervisor and the Payroll Team/HR of their impending adoption and intention to take adoption leave.

This process is required to ensure that the Payroll Team and HR are notified by an employee who wishes to take adoption leave and they are able to process the adoption leave and pay entitlements in an efficient and effective way.

This guide document covers the following steps:

- Completing the Adoption Leave Notification Form
- Notification of an adoption and intention to take adoption leave
- Eligibility for Statutory Adoption Leave, Statutory Adoption Pay (SAP) and Contractual (Occupational) Adoption Pay
- Notification of return to work after a period of adoption leave

1. COMPLETING THE ADOPTION LEAVE APPLICATION FORM

Please discuss your plans for adoption leave with your line manager/supervisor before completing this form. Employees should notify their HR Adviser of their intention to take adoption leave and will be sent the form to complete. There will be an opportunity to discuss your leave and ask questions about the form during the entitlements meeting held with your HR Adviser.

Please complete this form and send it electronically to the Payroll Team (Fin.Div.Payroll@lse.ac.uk) along with your Matching Certificate **within 7 days of being notified of the matching**. The form will be processed by the Payroll Team and they will confirm the adoption leave and any adoption pay entitlements which you are entitled to, in writing. LSE's adoption leave policy can be found [here](#).

1.1 Employee Details

Please enter your current details in this section. You should ensure that you use your full name as it appears on your passport and not your 'known as' name. You will also need to enter your home address, contact telephone number and personal email address. This is to ensure we have the most up-to-date details recorded on the system for you.

You will also need to provide details of your employment such as your unique Payroll number which can be found on your payslip, your job title and the name of the Division/Department/Centre/Institute where you work.

You will also need to choose a job family from the four options available: Academic, Research Bands 6+, LSE Fellow and Tutorial, Professional Services and Research Band 5.

2. Dates for Adoption Leave

2.1 Please enter the first day of the adoption matching by selecting a date on the calendar.

2.2 Please enter the date you intend to start your adoption leave by selecting a date on the calendar. Please do not include any annual leave days that you will be taking prior to starting your adoption leave as these should be agreed as usual with your line manager. The adoption leave can start up to 14 days before the date the child starts living with you (UK adoptions); when the child arrives in the UK or within 28 days of this date (overseas adoptions); the day the child is born or the day after (if a surrogate has been used).

2.3 Please confirm that you are attaching a copy of your original Matching Certificate along with this form by choosing one of the three options available:

- Has already been passed onto the Pay Team
- Is enclosed with this form
- Will be given to the Pay Team as soon as possible.

The adoption agency will be able to provide you with a copy of this. You must provide a scanned copy of the original form to the Payroll Team within 7 days of receiving it.

The notification procedures for adopting a child from overseas are different from domestic adoption as there is no Matching Certificate. Individuals should submit the Official Notification from the relevant UK authority, which confirms that the Certificate of Eligibility has been granted.

In Surrogacy agreements, the notification of intention to take adoption leave should be made within seven days of the Parental Order being agreed and a copy of the Parental Order should be provided.

2.4 Please indicate the date you expect to return onto Payroll by selecting a date on the calendar. This is the day after the last day of your adoption leave. You do not need to provide any further notice if you are planning to return to work at the end of the 52 weeks' adoption leave and you have already indicated this on this form. **Please note: if you are not taking the full 52 weeks' leave or you wish to change the date you return to Payroll once you have emailed your Notification Form to Payroll, you will need to complete a 'Return to Work' form at least 8 weeks' before your return date. Please see section 4 for details about the 'Return to Work' form.**

3. Adoption Pay

3.1 Employees are eligible for Contractual Adoption Leave and Pay if they have continuously worked for the School for 26 weeks' by the week they are matched with a child.

3.2 Employees' who have continuously worked for the School for 26 weeks by the week they are matched with a child qualify (inclusive of Statutory Adoption Pay (SAP) for:

- 18 weeks' leave on full pay, subject to receiving the Matching Certificate from the adoption agency
- 21 weeks' leave at £145.18 per week (SAP rate from 6 April 2018) or 90% of average weekly earnings, whichever is lower.
- 13 weeks' unpaid Additional Adoption Leave (AAL).

3.3 Please indicate the adoption leave and pay that you are entitled to by choosing one option from the drop-down list on the form. If you are not eligible for Statutory Adoption Pay (SAP) the Payroll Team will give you a form SAP1 explaining why you cannot get

Statutory Adoption Pay and you may get support from your [local council](#) instead, if you are adopting a child.

4. Annual Leave and Return to Work Form

4.1 Please note all annual leave requests should be recorded locally on your annual leave calculator and agreed/authorised by your line manager.

4.2 Please use the holiday calculator (for staff on maternity/adoption/shared parental leave) to work out how much annual leave you will accrue whilst being on Adoption Leave.

4.3 You will have various options available to you for using the annual leave accrued whilst you are on adoption leave. If you choose to end your maternity leave earlier than 52 weeks, you can return to return to Payroll early without physically returning to work so you will effectively be on 'annual leave' and will receive full pay.

4.4 **Please note: employees who wish to return to work earlier or later than agreed on their Adoption Notification Form, should provide 8 weeks' notice in writing of their new intended date of return to work and will need to complete a 'Return to Work' form.** Other options to discuss with your line manager may be a phased return to work whereby an employee uses 'annual leave' to work part-time – you will receive full pay e.g. you work a 3 day week and use 2 days as annual leave (until annual leave accrued is used up or for a temporary period agreed in advance with line manager e.g. part-time arrangement for 2 months).

5. Declaration of Employee

Please sign and date the form to notify the School of the adoption and to confirm your intention to take the adoption leave on the dates specified on this form. **Please note: should you decide to bring forward or delay the intended start date, you must submit a revised form with the updated details at least 28 days beforehand (from the earliest date).**

6. Signatures

You can type your name or initials into the signature box to indicate that the details on the form have been authorised or use an electronic signature. The signature together with an email from the signature owner (from their School email address) is deemed as authorisation.

7. Submitting the Request

Completed forms should be sent electronically to Fin.Div.Payroll@lse.ac.uk. Please do not return paper copies. Please ensure you have provided all necessary documentation when submitting the form e.g. the matching certificate.

8. Issues with Completing the Form

If you have any issues with completing this form then please contact your designated [HR Adviser](#).