



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 NOTIFICATION 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 complete the Adoption Leave Notification Form. 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 and submit this form 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

MyHR will pull through your employee details (such as your full name and contact telephone number); you will be asked to check some details (such as your home address) before submitting the form.

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 by uploading it to MyHR 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 the Family Friendly Amendment Form at least 8 weeks' before your return date.**

3. Adoption Pay

3.1 LSE employees are eligible for:

- 22 weeks' leave on full pay, subject to receiving the Matching Certificate from the adoption agency
- 17 weeks' leave at the SAP rate (click [here](#) for the current rate) or 90% of average weekly earnings, whichever is lower.
- 13 weeks' unpaid Additional Adoption Leave (AAL).

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 Family Friendly Amendment 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 tick to certify 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. Submitting the Request

Forms should be completed and submitted on MyHR. Submission of the form via MyHR signifies your acceptance of the terms explained in the form. Please do not return paper copies. Please ensure you have provided all necessary documentation when submitting the form e.g. the matching certificate.

7. Issues with Completing the Form

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