**EMPLOYEES’ ADOPTION LEAVE PLAN**

Before completing the Adoption Leave Plan you must read **all** the Adoption Leave guidance on the [HR Support website](https://hr.admin.ox.ac.uk/).

This plan should be completed together with your HR contact of Head of Administration and Finance (or equivalent); you should each keep a copy of the completed plan.

**Telling your department when you want to take adoption leave**

You should tell your department (or equivalent) of your plans to adopt as soon as possible. This will mean that your department knows that you may require time off for adoption-related appointments, and it will also help you and the department to plan ahead and make arrangements for covering the period while you are on leave. You must inform your department at the latest within seven days of being matched for adoption with a child. The most appropriate time for you to complete this plan may be when you receive the notification of your match with a child.

You will need to notify your department if you want to take time off for adoption appointments- the main adopter can take **paid** time off for up to five adoption appointments.

If you wish to change the date on which you will start your adoption leave you must give your department 28 days’ notice of the new date. We would encourage you to keep your department informed of your plans for adoption.

**How to use the plan**

The plan is in three parts. Notes to help you complete it are given in the right hand column of the form**.**

**Part A** will help you decide how much adoption leave you can take. It will also tell you which sections of the rest of the form you need to complete. You will find it helpful to have a calendar or diary handy when you are filling out the form.

**Part B** should be used to set out when you would like to begin your adoption leave and to record when your expected date of return to work will be (your HAF or HR team can help you work this out).

**Part C** should be used if you decide to return to work before the end of your planned adoption leave.**PART A – PLANNING ADOPTION LEAVE**

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| **TO THE HAF (OR EQUIVALENT)**I am giving you this form to let you know that I have been approved for adoption and to notify you, if I am eligible, of when I want to start my adoption leave and to begin receiving adoption pay. |

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| **Personal Details****1**. Name ………………………………………………………………………………………… Department ………………………………………….………………………………………. HAF’s name..…………………………………..…………………………………………… |
| **Action**  | **Guidance notes** |
| **When the child is expected****2**. The expected date of child placement is: Click to enter a date.**3**. Documentary evidence confirming this: *Tick box* ☑a) Has been given to you already  b) Is enclosed with this form  c) Will be given to you as soon as possible   | *The expected date of child placement is the date on which the adoption agency has told you that it expects the child will be placed with you.****Documentary evidence (which may be the matching certificate)****If you qualify for adoption pay and leave you must provide documentary evidence (given by the adoption agency) stating the expected date of the child’s placement at least 28 days before you wish to start your leave and pay*.  |
| **Qualifying for Statutory Adoption Leave and Pay and the University’s contractual adoption pay scheme** **4**. The date that I was matched with a child for adoption was:Click to enter a date.**5**. On this date I will have worked for the University continuously for at least 26 weeks, as an employee. Yes/No If Yes go to 6If No, will you have started employment with the University at least one day before the child was/is to be placed with you for adoption? Yes/No  | *Filling in this section of the form will enable you and your department to see if you qualify for Statutory Adoption Pay and the University’s contractual adoption scheme.Refer to the HR Support adoption leave web pages for further details* [*https://hr.web.ox.ac.uk/summary-of-adoption-leave-and-pay*](https://hr.web.ox.ac.uk/summary-of-adoption-leave-and-pay) *.* *Your length of service runs from the first day you started work with the University of Oxford as an employee to the present day. Any gaps in your employment of more than 1 week will normally create a break in continuity of service, and any length of time worked for the University in another capacity (eg casual work) will not contribute to continuity of service as an employee.**If yes, you qualify under the Day One provisions.* *If you tick no, you do not qualify for paid adoption leave through the University as employment needs to have started before the child is placed and adoption leave begins.* |
| 1. I confirm that I **intend** to return to work after my return from adoption leave

 Yes/No  | *If you tick no, you do not qualify for contractual paid leave, but can claim statutory paid leave.**For full terms and conditions of the University’s contractual adoption scheme, please refer to the guidance found on the HR Support website.* |

**PART B – ADOPTION LEAVE**

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| **Starting adoption leave**7. I intend to start my adoption leave on:Click to enter a date.(NB this can be any day of the week) | ***Start date:*** *It is your decision when you start your adoption leave, but you cannot start it earlier than 14 days before the expected date of placement of your child. You should notify your department of your intended start date as soon as you receive notification from your adoption agency. If you wish to change this date you must give at least 28 days’ notice of when you want to start your adoption leave unless this is not reasonably practicable.* |
| **Returning after adoption leave**8. My adoption leave entitlement will finish on:Click to enter a date.**9**. Return date: complete either A or B below.**A** I plan to take my full 52 weeks entitlement and I will return to work on:Click to enter a date. **B** I do not plan to take my full 52 weeks entitlement and will return to work on:Click to enter a date. | *This is the end of the 52nd week from when you start your adoption leave. For example, if you started your adoption leave on a Wednesday, the last day will be Tuesday 52 weeks later. Your HAF will help you calculate this date.**Refer to the HR Support adoption leave web pages for further details.****Changing your mind:*** *If you change your mind about the date that you want to return to work you must give at least 8 weeks’ notice before your intended return date. You can use Part C of this form for this purpose.* |
| **9. Contact during adoption leave**I would like to be told about changes happening at work during my adoption leave Yes/No If yes, I would prefer to be contacted by:…………………………………………….(eg phone, email, etc)If you do not mind how your department contacts you please tick here   | *You and your department may make reasonable contact during your maternity leave. Keeping in touch with work in this way can help to make it easier when it is time to return as you will be aware of what has been going on in your department.* *Even if you choose not to be told about changes happening at work during your maternity leave, your department will contact you about any matters relating to your employment.* |
| **10. KIT days**Would you like the opportunity to work, attend a particular event or take up a training opportunity during your adoption leave? Yes/No If Yes, you can agree with your department to consider up to a maximum of ten days’ work on KIT days during your adoption leave. | *As well as staying in contact with your department during your adoption leave, if you and your department both agree, you can undertake up to ten days’ work during your adoption leave. For further information on KIT days, please refer to the Adoption leave web pages of the HR Support website.* |

***Please keep a copy of your Adoption Leave Plan for yourself.***

**IMPORTANT NOTICE**

In signing this form, you confirm that:

* you have read all of the University’s guidance on adoption leave on the Personnel Services web pages;
* your 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 you fail to return to work after your adoption leave and continue in employment for at least three months following your return;
* you understand that if your contract of employment is due to terminate during your adoption leave, your entitlement to employment benefits under the University's contractual schemes will end on the contract end date. Your contract of employment will not automatically be extended because you are on adoption leave.

**Signed: …………………………………………….** (*employee*) Click to enter a date.

**Signed:…………………………………………… (***HAF, or equivalent***)** Click to enter a date. **PART C – RETURNING TO WORK EARLY**

***Complete this section only if you want to return to work early.***

You will be expected back at the end of your adoption leave, on the date that you have specified in this Adoption leave plan.

If you want to return earlier or later than this date (the maximum entitlement is 52 weeks) you must give at least 8 weeks’ notice of this change.

If you do not give 8 weeks’ notice your department is entitled to postpone your return until 8 weeks’ notice has expired.

TO: The HAF (or equivalent)

Department: …………….………………………………

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| **Changing your notified return to work date**I would like to change my return to work date, and now intend to return to work on: ………………………(date) | The law requires that the primary adopter must take two weeks adoption leave immediately after the placement of their child. Your department cannot let you return before your compulsory adoption leave period is up. |

**You should sign the form now and send it to your HAF (or equivalent). Keep a copy of this form for yourself.**

**You should talk to your department in good time if you want to try to agree a different working pattern to the one you worked before your adoption leave.**

**Signed: ………………………………………….** (*employee*) **Date: …………………………….**