

APPLICATION FOR ADOPTION LEAVE AND PAY

Payroll number		
Full Name		
Home Address (please ensure your correct contact details are updated on ESR)		
Contact Tel no.		
Job Title		
Base		
Manager's name		
Manager's email address		
Trust start date		
NHS start date		
Contract expiry date (if applicable)		
Matching week (the Sunday at the beginning of this week)		
Start date of adoption leave		
Do you intend to return to work for the Trust or another NHS Trust following your adoption leave?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Letter of resignation must be attached to this form
Expected return to work date (if not taking full 52 weeks' leave)		
Do you have a salary sacrifice car?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I have read the Adoption Leave Guidance and confirm I am eligible and wish to take the following option:

Option	Adoption Leave and Pay	Tick
1	<b>Occupational Adoption Pay</b> I have 12 months' continuous service with one or more NHS employers at end of the week I am matched with a child or the child enters the country, or, if having a child through a surrogacy arrangement, I intend to apply for a parental order. I intend to return to work within the NHS at the end of my adoption leave.	<input type="checkbox"/>
2	<b>Statutory Adoption Pay</b> I am not eligible for occupational adoption pay but have worked for the Trust continuously for at least 26 weeks up to the week I am matched with a child or receive official notification if adopting from overseas.	<input type="checkbox"/>
2a	<b>Statutory Adoption Pay</b> I do not intend to return to work for the NHS immediately following my adoption leave and I have worked for the Trust continuously for at least 26 weeks up to the week I am matched with a child or receive official notification if adopting from overseas.	<input type="checkbox"/>

I would like my adoption pay entitlement to be spread equally over 12 payments	<input type="checkbox"/>
I have not decided whether I will return to work for the NHS at the end of my adoption leave and therefore wish to defer my occupational adoption pay.	<input type="checkbox"/>

### NHS Pensions

Please note, NHS Pension contributions for periods of unpaid adoption leave will be deducted from members pay upon their return to work. Members with no entitlement to occupational or statutory adoption leave payments will be required to pay pension contributions for the full period of the adoption leave upon their return. In cases of no entitlement contributions will be based on their rate of pay immediately prior to the start of the adoption leave.

### Employee's Declaration:

I confirm that I have read the Trust's Adoption Leave Guidance and agree to the conditions outlined. I am aware that I will be liable to repay the occupational adoption pay (less any statutory adoption pay) if I fail to return to NHS employment within 15 months of the start date of my adoption leave.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Manager's declaration:

I have discussed adoption leave with the above and am aware of their intention to take adoption leave.	<input type="checkbox"/>
I have seen a copy of the original matching certificate.	<input type="checkbox"/>

We have discussed annual leave entitlement and have agreed contact to keep in touch during adoption leave.	<input type="checkbox"/>
I have completed the online SW2 on Elsie to inform payroll of the employee's intention to take adoption leave.	<input type="checkbox"/>
I have completed the online SW3 to end the employee's employment if they do not intend to return to work at the end of their adoption leave (copy of resignation letter attached).	<input type="checkbox"/>
I have informed IT of the length of absence to ensure NHS mail and system log-in is not disabled.	<input type="checkbox"/>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, please forward this form with the original matching certificate to:

Human Resources Department, 2<sup>nd</sup> Floor, Stockdale House, Headingley Office Park, 8 Victoria Road, Leeds, LS6 1PF

Or, the application form and matching certificate can be emailed to [lch.hr@nhs.net](mailto:lch.hr@nhs.net) This must be from the manager's email account and should state in writing that the manager has seen the original matching certificate