Employee form to request statutory adoption leave

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| Please read these notes before completing the form |
| 1. For us to process your intention to take adoption leave, we require the information requested on this form. Please complete it in as much detail as possible to enable our smooth processing of your request.  2. The child must be under the age of 18 when placed with you and the earliest date you can start adoption leave is 14 days before the date of placement.  3. Please inform us of your intention to take adoption leave within seven days of the date you receive notification of being matched with a child. If this is not possible, you must inform us as soon as is reasonably practicable.  4. Unless you state otherwise, we will assume that you will take your full entitlement of 52 weeks’ adoption leave. You can change your return-to-work date provided you give us at least 8 weeks’ notice. This applies whether you simply wish to return to work early or because you qualify for shared parental leave and wish to take it.  5. If you are adopting from overseas, you must tell us of the date on which the child will enter Great Britain within 28 days of the match notification date. |

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| When complete, please return this form to: *[Insert name and job title]*  Please also keep a copy for your records. | |
| **EMPLOYEE DETAILS** | |
| Name of employee: Department:  Home address:  Email address:  Home telephone number: | |
| **ADOPTION LEAVE DETAILS** | |
| Expected date of placement: |  |
| Intended start date of adoption leave: |  |
| Intended return to work date: |  |
| **Declaration:**   * I confirm that I have been matched with a child for adoption and I wish to take statutory adoption leave.   Employee signature:  Date: | |
| **COMPLETE THIS SECTION IF ADOPTING FROM OVERSEAS** | |
| Date official match notification was received: |  |
| Expected date of child’s entry into Great Britain |  |

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| **FURTHER INFORMATION** |
| If my employer so requests, I will provide the following information:  (a) the name and address of the adoption agency,  (b) the date on which I was notified of being matched with a child for adoption, and  (c) the date on which the agency expects to place the child with me, and that I must follow this request to take statutory adoption leave.  Employee signature:  Date: |