**Adoption/Surrogacy Leave Application**

**Full Name:**

**Address:**

**Home Tel No: Work Tel. No:**

**Employee No:**

**Date Commenced With Authority:**

**Department:**

**Designation:**

**Date Child/Children Were Matched Or Date Application Made For Parental Order Under A Surrogacy Arrangement:**

**Name And Address Of Agency:**

**Expected Date The Child/Children Will Be Placed With You:**

**Date Adoption/Surrogacy Leave To Commence:**

***I Wish To Apply For Adoption/Surrogacy Leave As Follows: (Tick appropriate box)***

***SCENARIO 1*** (***Less than 1 years’ Service)***

An employee with less than 1 years’ service leading into the week in which they are notified of being matched with a child for adoption or in the case of surrogacy have applied for a parental order will be entitled to take adoption leave and pay as detailed below.

* Up to 52 weeks adoption leave with the right to return at the end of that period to include:

39 weeks Ordinary adoption leave unpaid plus SAP (dependent upon entitlement)

* And a further 13 weeks Additional adoption leave unpaid leave

***SCENARIO 2***

An employee with more than 1 years’ service leading into the week you are notified of being matched with a child for adoption or in the case of
surrogacy have applied for a parental order who **is not** declaring her/his intention to return to work will be entitled to:

Up to 52 weeks adoption leave with the right to return at the end of that period to include:

* 4 weeks full pay with SAP offset (dependent upon entitlement)
* 2 weeks at 9/10ths of salary with OAP offset (dependent upon entitlement)
* 33 weeks SAP only (dependent upon entitlement)

***If following adoption leave I declare my intention to resume duties, and then arrangements will be made to pay me the 12 weeks at half pay.***

***SCENARIO 3*** (***More than 1 years’ Service)***

An employee with more than 1 years’ service leading into the week you are notified of being matched with a child for adoption or in the case of surrogacy have applied for a parental order who is declaring her/his intention to return to work will be entitled to:

Up to 52 weeks adoption/surrogacy leave with the right to return at the end of that period to include:

* 4 weeks full pay with SAP offset (dependent upon entitlement)
* 2 weeks at 9/10ths of salary with OAP offset (dependent upon entitlement)
* 12 weeks half pay plus SAP (dependent upon entitlement)
* 21 weeks SAP only (dependent upon entitlement)

***And I wish to elect to spread the 12 weeks half pay over a longer
period i.e. up to a maximum of 33 weeks (please tick this box if this is your choice)***

* Plus 13 weeks unpaid Additional Adoption Leave

***Failure to resume duties for at least 13 weeks under this option will necessitate the refund of 12 weeks at half pay.***

***If following adoption leave I declare my intention to resume duties, and then arrangements will be made to pay me the 12 weeks at half pay.***

**N.B. All employees have the right to return to duty following their adoption/surrogacy leave. However, an employee also has the right to terminate their employment under any of the above options. If the employee decides to terminate his/her duties his/her termination date will normally be the last day of the paid adoption/surrogacy leave, this would be different where unpaid leave applies. If it is an employee**’**s intention to terminate duties the date of termination if known can be included below:**

* I intend to terminate my employment on

SIGNED: DATE :

***TO: HRAbsenceteam@carmarthenshire.gov.uk***