**ADOPTION/SURROGACY LEAVE APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FULL NAME:** |  | | | | |
| **ADDRESS:** |  | | | | |
| **HOME TEL NO:** |  | | | **WORK TEL. NO:** |  |
| **EMPLOYEE NO:** |  | | | | |
| **DATE COMMENCED WITH AUTHORITY:** | |  | | | |
| **DEPARTMENT:** |  | | | | |
| **DESIGNATION:** |  | | | | |
| **IN THE CASE OF ADOPTION COMPLETE A,B AND C** | | |  | | |
| **A.DATE CHILD/CHILDREN WERE MATCHED**  **B. NAME AND ADDRESS OF AGENCY:**  **C. EXPECTED DATE THE CHILD/CHILDREN WILL BE PLACED WITH YOU:** | | |
|  | | |
|  | | |
| **IN THE CASE OF SURROGACY COMPLETE D & E** | | | Signature: | | |
| **E. I CONFIRM THAT I INTEND APPLYING FOR A PARENTAL ORDER**  **D. DATE OF BIRTH OF CHILD THAT YOU ARE INTENDING ON APPLYING FOR A PARENTAL ORDER FOR** | | |
|  | | |
| **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 will be applying 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: | | | | | |
|  |  | 26 weeks ordinary adoption leave which will be paid at: | | | | | |
|  |  | | | 26 weeks unpaid leave plus SAP (dependent upon entitlement) | | | |
|  |  | And a further 26 weeks Additional Adoption Leave unpaid leave to include 13 weeks SAP (dependent upon entitlement) | | | | | |
| ***SCENARIO 2 (i)*** | ***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 intend applying 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: | | | | | |
|  |  | 26 weeks ordinary adoption/surrogacy leave which will be paid at: | | | | | |
|  |  | | | 6 weeks at 9/10ths of average weekly pay  12 weeks half pay plus SAP per week (dependent upon entitlement)  21 weeks unpaid plus SAP per week (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.*** | | | |
|  |  | | |  | | | |
| ***SCENARIO 2 (ii)*** | ***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 intend applying 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: | | | | | |
|  |  | 26 weeks ordinary adoption leave which will be paid at: | | | | | |
|  |  | | | 6 weeks at 9/10ths of average weekly pay  33 weeks unpaid plus SAP per week (dependent upon entitlement) | | | |
|  |  | Plus 13 weeks unpaid Additional Adoption Leave | | | | | |
|  | ***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: Assistant Chief Executive (People Management and Performance)***

***Building 4, St. David’s Park, Jobswell Road, Carmarthen. SA31 3HB***