



TEACHERS ADOPTION/SURROGACY PACK

Dear Colleague,

Congratulations on your good news in what must be a busy and exciting time. To help you prepare we have produced an information pack which we hope you will find useful. Your pack contains:

- Adoption/Surrogacy Regulations
- Adoption/Surrogacy form
- Adoption/Surrogacy explanatory notes
- FAQ (frequently asked questions)
- Useful contacts

For any queries that you may have during this period, please contact the HR Absence Team in People Management and Performance on 01267 246169/246156 or email HRAbsenceteam@carmarthenshire.gov.uk

We hope that you find this information useful.

Yours sincerely,

Paul R Thomas
Assistant Chief Executive (People Management and Performance)

Adoption/Surrogacy Leave Policy

INTRODUCTION

This document provides a brief guide to the regulations relating to adoption/surrogacy leave and pay for employees of Carmarthenshire County Council where a child/children is/are matched and placed with them for adoption or in the case of surrogacy where the intended parents have applied for a parental order on or after 2nd April 2023. For explanations of the technical terms used in this document please refer to Appendix 1 – Definitions. For a detailed explanation of Statutory Adoption Pay (SAP) please refer to Appendix 2 - Statutory Adoption Pay. Details of organisations which offer support to adoptive/intended parents and their families are contained in Appendix 3.

The rights to adoption leave and pay entitle eligible employees to take paid leave when a child is newly placed for adoption and employees who become legal parents of a child by applying for a parental order in a surrogacy situation.

Where a couple adopt or enter into a surrogacy arrangement jointly, the couple must decide which partner takes adoption/surrogacy leave. The other partner may be entitled to maternity support leave and paternity leave subject to meeting the eligibility criteria outlined in the Paternity leave policy.

SCOPE

This policy and procedure will apply to Teaching staff working in the school.

ELIGIBILITY

To qualify for adoption/surrogacy leave, an employee must:

- Be newly matched with a child for adoption by an approved adoption agency
- Become the legal parents of a child by applying for a parental order in a surrogacy situation.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption/surrogacy as part of the same arrangement.

If the child's placement ends during the adoption leave period, the employee will be able to continue adoption leave for up to eight weeks after the end of the placement.

Adoption/Surrogacy Leave and Pay

Option 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 on or after 2nd April 2023 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

Option 2 - (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 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.

Option 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)

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.

NOTE: Adoption leave shall commence no earlier than from the date of the child's placement (whether this is earlier or later than expected) or from a fixed date which can be up to 14 days before the expected date of placement.

Employee Election - Alternative Pay Arrangements during half pay period

The occupational adoption/surrogacy pay scheme provides 12 weeks at half pay in addition to SAP for those employees who are returning to work, as long as the two combined do not exceed full pay. The alternative pay arrangements provide that the same sum may be spread over any other mutually agreed distribution within the paid leave period i.e. up to a maximum **of 33 weeks**. The distribution of the payment will be agreed between the employee and the HR Absence team. The requirement that earnings including SAP during the additional pay period are restricted to full pay remains in place under the new arrangement.

If after confirming her/his intention to return to work an employee does not return to local authority employment for at least 13 weeks she/he will be asked to refund the half pay or such part thereof, if any, as the Authority may decide. Payments made to the employee by way of SAP are not refundable.

Employees who do not wish to return to work after adoption/surrogacy leave

An employee who does not wish to return to work after adoption/surrogacy leave must give the Authority the notice of termination required by the contract of employment. However, it will usually help the Authority if they can give as much notice as possible. As long as they specify the date on which they wish to terminate their contract (this could be the first day they were due back at work after adoption leave) this will not of itself, mean that they are no longer entitled to adoption/surrogacy leave or pay for the rest of the adoption/surrogacy leave period.

Termination Date – 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 leave, this would be different where unpaid leave applies.

Notification Of Adoption/Surrogacy Leave

An employee will be required to notify the HR Absence Team in writing (a copy of which should be also be sent to their Line Manager/Headteacher) and by completing the attached adoption/surrogacy leave form of their intention to take adoption leave within 7 days of being notified by the adoption agency that they have been matched with a child for adoption (unless this is not reasonably practicable) or in the case of surrogacy where the employee applies for a parental order under a surrogacy arrangement. The information required is as follows:

- The expected date that the child is to be placed and submit a Matching Certificate from the adoption agency confirming that the employee has been matched with a child for adoption.
- Or in the case of surrogacy evidence that the employee has applied for a parental order under a surrogacy arrangement
- The date the employee wants the ordinary adoption/surrogacy leave to start. Adoption leave shall commence on the date of the child's placement (whether this is earlier or later than expected) or on a fixed date which can be up to 14 days before the expected date of placement.

It will be possible to change the date the leave commences provided the employee gives 28 days written notice or if that is not possible as soon as reasonably practicable (a copy of which should also be sent to their Line Manager/Headteacher and a copy to the HR Absence Team)

The HR Absence team will write to the employee within 28 days of receiving the adoption/surrogacy leave application (a copy of which will be sent to the Line Manager/Headteacher) and will confirm the eligibility of adoption entitlements and the expected date of return from adoption leave. Please also refer to Appendix 2 for further details.

Time off for adoption appointments

The main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments. Adoption appointments are appointments made by an adoption agency relating to a child being placed for adoption or for fostering for adoption placement.

Time off for antenatal appointments

From 1 October 2014, employees and agency workers who have a qualifying relationship with a pregnant woman or an expected child are entitled to take unpaid time off work to accompany that pregnant woman at up to two antenatal appointments.

Employees will have the right from day one of their employment. Agency workers will qualify after 12 weeks in the same assignment. The right to time off is capped at a maximum of six-and-a-half hours on each occasion, which can include travelling time, waiting time and attendance. Please also refer to Appendix 1 for further clarification.

Reasonable contact

During the adoption/surrogacy leave period it is advisable that both the employee and employer maintain reasonable contact with each other. This may be by means of telephone, email, letter or by arranging a work or home visit. On the employers' behalf this may be for a number of reasons, some of which may include:

- new changes at the workplace that might affect the employee on her/his return;
- keeping the employee informed of promotion opportunities;
- Other information that she/he would normally be made aware of if she/he was working.

Keeping in touch days

Up to ten days' work (Keeping in Touch Days – KIT days) under the employee's contract of employment may be undertaken at any stage during the adoption leave period, by mutual agreement with the Line Manager/Headteacher. There is no compulsion for an employee to work KIT days or for a line manager to agree to them.

KIT days can be taken as part days, whole days or in blocks. The benefits of KIT Days

- Helps employers plan for employees return to work
- Help employees receive updates on new developments within the workplace i.e. new initiatives, training, re-validation of knowledge and experience
- Contribution to current team projects

Keeping in touch days will allow the employee to do a limited amount of work under their contract without the loss of their statutory adoption pay. Any work done under her/his contract on any day will be recorded as one KIT day, e.g. if the employee attends work for a 1 hour training session she/he will have used 1 of her/his KIT days. The employee will be paid their contractual rate of pay for the hours of work and this will be offset against SAP (where applicable)

Managers/Headteachers are responsible for notifying the HR Absence team of KIT days worked to enable payment to be made.

Exercise Of The Right To Return To Work

All employees will be entitled to remain absent for the full 52 weeks adoption/surrogacy leave. Employees must notify their line manager/Headteacher and the HR Absence Team of their intention to return to work. Employees will need to give at least 28 days' notice in writing of their intention to return to work. This notice requirement applies during both ordinary adoption/surrogacy leave and additional adoption/surrogacy leave.

If you attempt to return to work earlier than the end of your adoption/surrogacy leave without giving 28 days' notice we may postpone your return until the full 28 days' notice has been

given. However, we will not postpone your return to a date later than the end of your adoption/surrogacy leave period.

Returning to work earlier or later than previously notified

An employee who has notified her/his Line Manager/Headteacher that she/he wishes to return to work before the end of the adoption/surrogacy leave, is entitled to change her/his mind. However, in these circumstances she/he should give notice in writing of this new, earlier, date of return at least 8 weeks before the earlier date.

An employee who wishes to delay her/his return to work to a date after the end of the full adoption/surrogacy leave (52 weeks) needs to apply either for unpaid leave, parental leave or a career break in line with the School's policies and procedures. All applications should be made at least 8 weeks before the expected date of return and are subject to the eligibility criteria within the policies and procedures.

An employee is entitled to:

- Return to the job in which he/she was employed under his/her original contract of employment and on terms and conditions not less favourable than those which would have been applicable to him/her if he/she had not been absent. **“Job”** for this purpose, means the nature of the work which he/she is employed to do and the capacity and place in which he/she is so employed.
- Where it is not practicable by reason of redundancy for the School to permit him/her to return to work to the job in which he/she was employed the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable to him/her and appropriate to the circumstances, and that the capacity and place in which he/she is to be employed and his/her terms of conditions of employment are not substantially less favourably to him/her than if he/she had been able to return to the job in which he/she was originally employed.
- Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (e.g. a general re-organisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which he/she was employed prior to his/her absence. The work to be done should be suitable to him/her and appropriate to the circumstances and the capacity and place in which he/she is to be employed and his/her terms and conditions of employment should not be less favourable to him/her than in if he/she had been able to return to the job in which he/she was originally employed.

Where an employee wishes to return to work on different hours or on a job share basis, the School should consider such requests. For further details please Contact your Line Manager/Headteacher If you wish to apply for any of the above, you will need to apply no later than 8 weeks before your expected date of return.

Relationship With Sickness And Annual Leave

Adoption leave shall be regarded as continuous service for the purpose of the National Joint Council's sickness scheme and annual leave.

Adoption leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness pay.

Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way. A medical certificate will be required from the first day of the sickness absence. This is a statutory requirement.

For an employee, where because of an interruption of work (whether due to industrial action or some other reason) it is unreasonable to expect a return to work on the due date, the employee may instead return when work resumes, or as soon as reasonably practicable thereafter. Teachers are entitled to statutory annual leave under the working time regulations. This leave entitlement should be taken either before or after the adoption leave period during school closure periods. On return from adoption a teacher will be allowed to take any outstanding leave during term time during that leave year. If there are insufficient school closures to accommodate the leave in that year.

Your annual leave entitlement will continue to be accrued during the full adoption leave period. In addition you will also be able to accrue the Bank Holiday entitlement, throughout the whole of the adoption leave period.

Employees are encouraged to take any outstanding annual leave due wherever possible before the commencement of ordinary adoption leave. Employees are reminded that wherever possible annual leave must be taken in the year that it is earned and therefore if the annual leave year is due to end during the adoption leave, the employee should endeavour to take the majority of their full year's entitlement before starting adoption leave.

Term Time Employees

Your leave entitlement will continue to be accrued during your adoption leave and any adjustments required will be made at the end of your period of adoption leave.

Employees who do not return to work will have their last day of the paid/unpaid adoption leave period treated as their leaving date and annual leave entitlement will be calculated as at that date and any excess days taken will be reclaimed accordingly.

Shared Parental leave

Shared Parental Leave (SPL) enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay with their partner, or return to work early from maternity leave and opt in to shared parental leave at a later date.

For further information in relation to shared parental leave policy please refer to the intranet, HR policies and guidance section. The Policy sets out the rights of employees to shared parental leave (SPL) and shared parental pay (SHPP) available to parents with babies due on or after 5th April 2015.

For Paternity pay and entitlements please see the Authority's Paternity Leave Policy and Procedure.

Additional Payments

Car Loan Repayments

An employee who has a Car Loan or who leases a car from the Authority, and intends to return to work, will be required to maintain the contracted monthly repayments whilst on adoption leave, whether by deduction from pay or any other means. Employees are strongly advised to contact the Resources department regarding appropriate repayment arrangements.

EFFECT ON PENSION CONTRIBUTIONS

Please refer to the Teachers' Pensions website – www.teacherspensions.co.uk

Appendix 1

Definitions

There are a number of technical terms and abbreviations used in relation to adoption rights that are explained below:-

Matching Certificate – this form is a certificate completed by the appropriate adoption agency and confirms that the adopter has been matched with a child for adoption. This form will include the following information:

- Name and address of the adoption agency and of the employee concerned.
- Date the child is expected to be placed for adoption, or the date the child was placed for adoption.
- Date the employee was told by the adoption agency that they have been matched with a child.

Matched/matching – this means the adoption agency has decided that the person is suitable to adopt a particular child.

Placed – this means the child starts living with the person permanently with a view to being formally adopted in the future. They may have stayed with them before this date.

Adopter – this means the person or persons who are going to adopt the child. They may be going to adopt the child on their own, or they may be going to adopt the child with their partner.

Statutory Adoption Pay (SAP) – is paid by the Authority to an employee who is adopting a child on their own, or one member of a couple who adopt a child together. SAP is taxable and subject to National Insurance contributions (see Appendix 2 for further clarification).

Occupational Adoption Pay – adoption pay paid by the Authority, in accordance with the Authority's Local Agreement.

Ordinary Adoption Leave (OAL) – provided all notification procedures have been complied with, all employees (regardless of service) will be entitled to 26 weeks' Ordinary Adoption Leave.

Additional Adoption Leave (AAL) – provided all notification procedures have been complied with, all employees (regardless of service) will be entitled to a further 26 weeks' additional adoption leave which will start at the end of the Ordinary Adoption Leave period.

Additional Paternity leave and pay – The government introduced a new law, the Additional Paternity Leave Regulations 2010, allowing the primary adopter to transfer up to six months of their adoption leave to their spouse, civil partner, partner or co-adopter. This gives parents a greater choice over childcare responsibilities.

Time off for antenatal appointments eligibility - The leave is designed for a person who has a relationship with the pregnant woman or her unborn child. Employees and qualifying agency

workers are entitled to time off to accompany an expectant mother to her ante-natal appointments if they are:

- a) The baby's father;
- b) The expectant mother's spouse, her civil partner, or partner (of either sex) in an enduring relationship; or
- c) Intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child.

Qualifying week – The week (beginning with the Sunday) in which the employee has been notified of being matched with a child for adoption or in the case of surrogacy, have applied for a parental order. The week ends on the following Saturday.

Exclusions to the Scheme

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children or foster parents who are adopting a child.

Appendix 2

Statutory Adoption Pay

An employee can choose when they want to take their leave within seven days of the date they are told they have been matched with the child. Where possible they should give 28 days' notice before getting SAP, and they must start their leave no later than the date the child is placed.

Qualification Requirements

To qualify for SAP employees must:-

- have been notified of being matched with a child who will be placed with them by a UK adoption agency
- have 26 weeks continuous service ending with the qualifying week. The qualifying week is the week beginning with the Sunday that the adopter received notification of having been matched with the child and ends on the following Saturday.
- have average weekly earnings in the 8 weeks at the end of the qualifying week equal to the lower earnings limit (LEL), i.e. LEL which is £123 per week for 2023/24

Employees who do not qualify for SAP may be entitled to other benefits from the Department of Work and Pensions.

The HR Absence Team will issue you with an SAP1 Form if you do not qualify. This form should be submitted to the local Job Centre Plus or Department of Work & Pensions.

Employees responsibilities during payment of SAP

Once payment of SAP has begun, the employee is responsible for telling his/her employer if any of the following apply. If he/she:

- *Starts working for a new employer after the child is placed with them but before the end of the Qualifying Week (QW)*
- *If the placement was disrupted*
- *Goes abroad outside the EEA (European Economic Area)*
- *Has been taken into legal custody*

In these cases payment of Statutory Adoption Pay and Occupational Adoption Pay will stop.

What happens if an employee leaves employment?

If an employee leaves employment before the qualifying week and receives notification of having been matched with the child the employee cannot qualify for SAP.

Anything else to know?

If an employee has more than one employer, he/she may be able to get SAP from each employer.

An employee does not have to intend to return to work to get SAP from his/her employer.

Entitlement to SAP does not affect the employee's right to other adoption payments provided by his/her employer.

An employer cannot pay SAP for any week in which the employee works. **39 week Adoption Pay Period starts on or after 2nd April 2023.**

First six weeks of payment: 90% of primary adopter's average weekly earnings
Remaining weeks: £172.48 a week or 90% of her average weekly earnings if that sum is less than £172.48 a week.

Appendix 3

Please note:-

Carmarthenshire County Council has no links to any of the organisations listed below and can take no responsibility for the accuracy of the information or quality of the services provided. This list is not exhaustive.

SUPPORT GROUPS

Post Adoption Centre - provides independent advice, counselling and support to anyone affected by or dealing with the challenges and opportunities of adoption. Contact details 020 7284 5879 or web address www.pac.org.uk

After Adoption - provides information, support, family work and counselling. Contact details: ACTIONline on 0808 0 568 578 or TALKadoption on 0808 808 1234 (specialist helpline for young people who have been adopted)
www.afteradoption.org.uk email: Information@afteradoption.org.uk

CRY-SIS - Provides support for families with excessive crying, sleepless and demanding babies and young children. Contact details: 020 7404 5011 (7 days a week 8.00 am - 11.00 pm)

MAMA (Meet-a-Mum Association) - Provides friendship and support to mothers and mother-to-be who are lonely or isolated after the birth of a baby after moving to another area. Contact details: Helpline 020 8768 0123.

NHS Direct Online - The official NHS gateway to quality health information for patients and the public. Helpline : 0845 4647 <http://www.nhsdirect.wales.nhs.uk>

Family Lives - confidential freephone helpline run by Family Lives providing support to families. Tel 0808 800 2222 or www.familylives.org.uk.

Frequently asked questions

What am I entitled to?

For details of what type of payment you may be entitled to please see the information enclosed.

When can I begin my adoption/surrogacy Leave?

The earliest you can start your Adoption/Surrogacy Leave is no earlier than 14 days before the placement date

What is the latest date I can begin my adoption/surrogacy leave?

Adoption/surrogacy leave can commence no later than the day of the expected date of placement.

How much notice do I need to give of my intention to take adoption/surrogacy leave?

You must provide your line manager with written notice within 7 days of being notified by the adoption agency that you have been matched with a child for adoption or in the case of surrogacy where the employee applies for a parental order under a surrogacy arrangement. It is possible to change the date the leave commences provided that you give 28 days written notice or if that is not possible as soon as reasonably practicable.

Term Time Employees

Your leave entitlement will continue to be accrued during your adoption/surrogacy leave and any adjustments required will be made at the end of your period of adoption leave.

What if I am off sick?

If you are absent through sickness while you are still working, you will be paid sick pay in the usual way. However, you will not receive sick pay while you are on adoption/surrogacy leave but will continue to receive adoption/surrogacy pay for the entitlement period.

What notice am I required to give of my intended return to work?

You must provide your line manager and the Absence team with at least 28 days' notice of an early return to work, this will apply during OAL and AAL.

Can I return to work on a part time basis on my return to work?

Under the provisions set out in the Children and Families Act 2014, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly (this is subject to certain eligibility criteria).

This right does not provide an automatic right to work flexibly as there will always be circumstances when requests cannot be accommodated in accordance with the employee's desired work pattern.

However, the right aims to facilitate discussion and encourage both the employee and the school to consider flexible working patterns and to find a solution that suits both parties.

Can I take parental leave when I return to work?

The parental Leave Regulations give parents of young (and disabled) children provision for time away from work to fulfil childcare responsibilities. Parental leave is the right to take unpaid leave for the purpose of caring for a child. From 5th April 2015 this includes children up to the age of 18 years. Parents have an entitlement to 18 weeks unpaid leave. No minimum service is required for eligibility.

What about Dependent's leave when I return to work?

This provides time off for carers of young children or other dependents. It is designed to cover emergencies such as break down in childcare arrangements and is unpaid. For further information please contact your Line Manager/Headteacher.

What is my entitlement should I decide not to return to work?

If after confirming your intention you do not return to work for at least 13 weeks you will be asked to refund the half pay or such part thereof. See the Adoption Leave policy for further details.

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)

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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: Assistant Chief Executive (People Management and Performance)
Building 4, St. David's Park, Jobswell Road, Carmarthen. SA31 3HB***