

This form should be completed by the spouse / partner of main adopter.

Adoption Support Leave is a provision of five days of paid leave available for an employee who is not the main adopter of a child, but is the spouse / partner of the main adopter, to be taken at or around the date of placement of the child.

This leave is provided in order that the spouse / partner can assist with the care of the child and provide support to the co-adopter.

In addition, subject to eligibility criteria, the spouse / partner may be entitled to one complete week of Ordinary Paternity Leave / Statutory Paternity Pay.

Adoption Support Leave – Application Procedure

You should complete and submit this form to your line manager, **prior to** the period of Adoption Support Leave, where feasible, providing as much notice as possible of your proposed dates. This will allow your line manager to consider your request and allow for arrangements to be put in place to cover your absence from work if your request is authorised.

Along with this completed application form, your line manager will also need to have sight of the following supporting documentation:-

- A copy of the adoption placement letter from the relevant adoption authority.

ADOPTION SUPPORT LEAVE REQUEST FORM

Payroll Details – (to be completed by employee)			
Employee Name:			
Service/Division:			
Job Title:			
Employee Number:		Payrun Number:	
National Insurance Number:		Start date with NLC:	
Your dates for Adoption Support Leave and Pay -			
The child is due to be placed on -			
If the child has already been placed with you, please enter the actual date of placement -			
I request Adoption Support Leave as follows -	Date From	Date To	
Name of person you are supporting during this period of Adoption Support Leave -			
Your declaration -			
<p>I declare that –</p> <ul style="list-style-type: none"> I am the spouse/partner of the main adopter of the child, and I will take time off work to care for the child and provide support to the main adopter at or around the date of placement 			
Employee Signature:		Date:	
The following section to be completed by line manager –			
Placement letter viewed by manager – YES No		Leave agreed – YES NO	
Line Manager Signature:		Date:	
<p>Once authorised, the line manager or support team within the Service will input the leave details into screen 1A-PER on Cyborg, for monitoring purposes. If the application is made by the spouse/partner of the main adopter of the child, the line manager will then submit the completed form to payroll.</p>			

For Payroll Use Only

	Ordinary Statutory Paternity Leave
Basic Pay	
HED 491 (SPP)	
Week Number(s)	
Date Actioned	
Actioned By	

