

# ADOPTION LEAVE (NON-TEACHING)

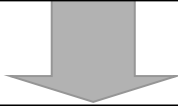
## HOW DOES THE PROCESS WORK?

### Commencement of Adoption Leave

Employee advises Line Manager they intend to take adoption leave.



Employee sends Notification of Commencement of Adoption Leave along with relevant evidence to the HR Operations Team within the Employee Service Centre (ESC)



HR Operations Team update iTrent with Adoption Dates, issue appropriate letter to employee notifying of entitlements, and advise manager of relevant dates.



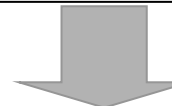
Line manager arranges for employee's access/permissions to be suspended from relevant systems.

### Return from Adoption Leave

Employee advises Line Manager they are returning from adoption leave.



Employee completes and send the pro forma notifying of their return from adoption leave to the Employee Service centre.



HR Operations team update iTrent with adoption leave end date, issue appropriate letter to employee and advise line manager of date of return.



HR Operations team adjust employee holiday entitlement as appropriate.



Line manager arranges for employee's access/permissions to be re-instated for relevant systems.