



Department
Of
Human
Resources.

ADOPTION LEAVE NOTIFICATION

Please complete this form and return it to the Department of Human Resources. Prior to completing this form, please refer to the University Adoption Leave Policy accessible from the Department of Human Resources web pages.

Full Name: Ms/Miss/Mrs/Mr/Dr/Prof

Department:

Post:

Please indicate the days and hours that you **currently** work:
NB: If you work different days each week please contact your customary contact within the Department of Human Resources prior to completing this form.

Mon Tues Wed Thurs Fri Sat Sun

1. Which adoption leave scheme do you wish to apply for?* Please tick below

Eligibility is explained within the University Adoption Leave Policy

Scheme A University of Sheffield scheme	39 week option: 18 weeks full pay followed by 21 weeks standard rate statutory adoption pay (SAP)	<input type="checkbox"/>
	45 week option: 12 weeks full pay followed by 12 weeks half pay followed by 21 weeks pay equivalent to standard rate SAP	<input type="checkbox"/>
Scheme B Statutory scheme	Statutory adoption leave with SAP for a maximum period of 39 weeks	<input type="checkbox"/>

Staff may return to work within the paid leave period but will forfeit entitlement to adoption pay in these circumstances (with the exception of a maximum of up to 10 keeping in touch days). Where wishing to return before the end of the paid leave period staff should confirm their intention in writing to their Head of Department and send a copy of this letter, along with this form to the Department of Human Resources.

2. Adoption matching certificate

Please send your adoption matching certificate to the Department of Human Resources – Business Support as soon as it is available. This is required as evidence of your entitlement to adoption leave and adoption pay.

Matching certificate: attached / to follow delete as appropriate*

3. Key dates (*Please contact the Department of Human Resources immediately should your anticipated dates change*)

a)	Expected date of placement/date from which you wish adoption leave to start
b)	<p>Bank holidays <i>All staff accrue entitlement to bank holidays during paid adoption leave. Any days accrued must be taken directly after the paid adoption leave period and will be added on to the end of your paid period by the Department of Human Resources when calculating your adoption leave.</i></p> <p><i>Entitlement to bank holidays is calculated on a pro-rata basis for part-time staff. Staff should consult the Department of Human Resources web pages for information relating to entitlements for part-time staff prior to completing this form.</i></p>	<p>Please complete only if part time</p> <p>Bank Holiday Entitlement</p> <p>Bank Holidays already taken in current holiday year*: <i>please specify</i>.....</p> <p><small>* In the event that part-time staff have taken more bank holidays than those to which they are entitled, appropriate deductions will be made from the balance of annual leave.</small></p>
e)	<p>Paid annual leave to be taken after paid adoption leave <i>Staff accrue entitlement to annual leave during paid adoption leave (entitlement is pro-rata for part-time staff) and any days accrued must be taken directly after the paid adoption leave period.</i></p>	<p>Number of Working Days:</p> <p>From To:</p>
f)	<p>Please indicate whether you intend to take unpaid adoption leave</p> <p>Yes* / No <i>delete as appropriate</i> * From To:</p>	

4. Anticipated date of return to work

If applicable, please specify

5. Please sign below to confirm:

- a) the information provided above is correct; and
- b) I accept the following condition of the University adoption leave scheme (if applicable)

As a condition of the University adoption leave scheme, I am required to return to my post for at least 3 months following my adoption leave period. I am aware that the University reserves the right to reclaim the non-statutory element of adoption leave pay received if I subsequently decide not to return to work.

Signature: Date:

Signed by (Head of Department): Date:

Please contact the Department of Human Resources immediately should your anticipated dates change