## ADOPTION / SURROGACY: LEAVE AND PAY APPLICATION FORM

Please refer to the Adoption/Surrogacy policy for further information. All staff should complete Part A and only the relevant sections thereafter. Completed forms should be returned to HR.

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| **Part A: Employee Details: (to be completed by all)** |
| **Name:** |  | **Employee Number:** |  |
| **Job Title:** |  | **Start Date with Brookes:** |  |
| **Faculty / Directorate** |  | **Home Address:** |  |

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| **Part B: To be completed by staff who are adopting a child and have 26 weeks’ or more continuous service, at the date they are notified of being matched with a child for adoption.** |
| **On what date did you find out that you had been approved to be an adoptee?** |  |
| **On what date did you notify your line manager and HR Directorate that you had been approved to become** **an adoptee?**  |  |
| **On what date did you find out from the Adoption Agency that you have been matched with a child for adoption?**  |  |
| **The expected placement date is:** |  |
| **What is the date you intend to start taking adoption leave from?** (You can change this date but must give 28 days notice in writing where practicable) |  |
| **Are you enclosing your “matching certificate” with this form?** |  |
| **Will you be forwarding your “matching certificate” as soon as you receive it?**  |  |

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| **Part C: To be completed by staff who are having a baby through a surrogacy arrangement and have 26 weeks’ or more continuous service, at the 15th week before the Expected Week of Childbirth.**  |
| **I confirm that I will be having a baby through a surrogacy arrangement and will be applying for a parental order.**  |  |
| **The expected due date of the the baby is:** |  |
| **What is the date you intend to start maternity leave from?**The earliest start date for leave is up to 14 days before the baby’s due date. Leave will start immediately if the baby is born early.  |  |
| **Have you attached a copy of the MAT B1 with this form?**You must provide a copy of the MATB1 before the birth of the baby. You will also need to provide a copy of the parental order within six months of the baby’s birth. |  |

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| **Part D: To be completed by all staff who have either** **26 weeks’ or more continuous service at the date they are notified of being matched with a child for adoption, or who are having a baby through a surrogacy arrangement and have 26 weeks’ or more continuous service, at the 15th week before the Expected Week of Childbirth.**  |
| You may elect to receive 50% of your salary in addition to Statutory Adoption Pay during weeks 14 to 26 (inclusive) of your paid adoption/surrogacy leave on condition that you return to work for a minimum of 13 weeks after your adoption/surrogacy leave. (Please note this is repayable if you do not return to work for a minimum of 13 weeks). |
| **Do you wish to receive the 50% salary whilst on adoption leave?** |  |
| **Would you like the 50% salary to be paid to you when you have returned from adoption leave for 13 weeks?** |  |
| The University assumes that you will taking 52 weeks adoption leave, of which 39 weeks will be paid as stated in the Adoption policy. You can take up to 63 weeks adoption leave or you can take less than 52 weeks leave. |
| **Will you be taking 52 weeks adoption leave**? | *Yes/No/Not decided (Delete as appropriate)* |
| **Will you be taking less than 52 weeks adoption leave?**  | *Yes/No/Not decided (Delete as appropriate)* |
| **Will you be taking more than 52 weeks adoption Leave?** | *Yes/No/Not decided (Delete as appropriate)* |
| **Do you know what your planned return date is likely to be?**You can change this date but must give 8 weeks (56 days) notice.  |  |

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| **Part E: To be completed by all staff who have less than 26 weeks’ continuous service at the date they are notified of being matched with a child for adoption, or who are having a baby through a surrogacy arrangement and have less than 26 weeks’ continuous service, at the 15th week before the Expected Week of Childbirth.**  |
| You are not entitled to adoption/surrogacy pay from the University but you are entitled to adoption leave. You may be entitled to seek financial assistance and support from your local Authority. |
| The University assumes that you will taking 52 weeks adoption leave. You can take up to 63 weeks adoption leave or you can take less than 52 weeks leave. |
| **Will you be taking 52 weeks adoption leave**? | *Yes/No/Not decided (Delete as appropriate)* |
| **Will you be taking less than 52 weeks adoption leave?**  | *Yes/No/Not decided (Delete as appropriate)* |
| **Will you be taking more than 52 weeks adoption Leave?** | *Yes/No/Not decided (Delete as appropriate)* |
| **Do you know what your planned return date is likely to be?**You can change this date but must give 8 weeks (56 days) notice.  |  |

You now need to have a meeting with your line manager and a member of the HR team if you have not already done so. You may change any of the above information after the meeting but you should put the changes on a new Leave and Pay Form as soon as possible.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_