Appendix 2

Adoption Leave flow chart

For UK adoptions, the employee must inform their line manager within seven days of being notified by the adoption agency that they have been matched with a child.

The earliest start for adoption leave is 14 days before the expected date of placement.

If they are intending to take adoption leave, they should complete the Adoption Leave Planner and forward it to HR.

If the employee is adopting from overseas, they must complete the Adoption Leave Planner for Overseas Adoption (ALPO) form and forward it to HR within 28 days of receiving official notification. The line manager must also be notified by the employee.

Human Resources will write to the employee to confirm entitlement and adoption leave arrangements and pay.

The employee commences their adoption leave. If they are going to return early they must write to HR giving eight weeks notice.

Should an employee wish to change the start date of their adoption leave they must give their line manager and Human Resources at least 28 days' notice.

Keeping in touch (KIT) days should be agreed with the line manager, who will inform HR as appropriate.