

# Adoption/Surrogacy Leave



**ORGANISATIONAL DEVELOPMENT DIVISION**

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This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

# Version Control

This document is intended for:

- Council staff only    School-based staff only    Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Reformatted only	DMT
Oct 2022	Scheduled review; language/details modernised/updated and any duplication removed.	DMT
Mar 2023	Pension information updated	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

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# 1. Introduction

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The Council operates a scheme of adoption/surrogacy leave which allows eligible employees to take paid leave when a child is newly\* placed for adoption within the United Kingdom or when intended parents enter into a surrogacy arrangement. There are similar provisions where a child is adopted from overseas, although the detailed operation of the scheme differs slightly for practical reasons. For further guidance please contact Organisational Development (OD). For those employees expecting to give birth to a child, please refer to the [Maternity Leave Policy](#).

- \* Please note that adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a *partner's child/children or by existing foster carers*.

# 2. Scope

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The scheme applies to employees who satisfy the qualifying conditions, regardless of the number of hours worked per week.

Individual employees or one member of a couple who adopt a child/children or enter into a surrogacy arrangement.

Where a couple adopt or enter into a surrogacy arrangement jointly, the couple must decide which partner takes the adoption/surrogacy leave. The other partner may be eligible for paternity/maternity support leave, subject to meeting the relevant criteria. Further details can be found in the [Paternity/Maternity Support Leave Policy](#).

An employee must have worked continuously for the Council for 26 weeks by the end of the week in which they are notified of being matched with a child for adoption, and have notified the adoption agency that they agree that the child should be placed with them and the date of placement. In the case of surrogacy an employee must have worked continuously for the Council for 26 weeks by the end of the 15<sup>th</sup> week before the expected date of childbirth.

This policy aims to set out as simply as possible a guide to the adoption/surrogacy rights and benefits which are available to employees and the conditions which apply to them. Employees should read the following information carefully, then complete and return the adoption/surrogacy leave application form. Having read this policy, if an employee requires further advice or guidance please do not hesitate to contact your HR Business Partner.

# 3. Employee Responsibilities

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Employees are required to inform their manager of their intention to take **adoption leave** within 7 days of being notified by their adoption agency that they have been matched with a child for adoption and no later than 28 days before their absence is due to begin (or as soon as reasonably practicable).

Employees who have entered into a **surrogacy arrangement** must inform their manager of their intention to take surrogacy leave at least 8 weeks before the date they wish to take the leave. You will need to provide documentary evidence to show that a surrogacy arrangement is in place. This should be:

- A written statement ('statutory declaration') to confirm that, in the 6 months after the baby's birth:
  - the employee intends to apply for a parental order;
  - the employee expects the order to be granted (e.g. because they don't have any convictions involving children, and the birth mother or father agree to the arrangement);
- a copy of the MATB1 prior to the birth of the baby, and
- a copy of the 'Parental Order' C51 as soon as possible after the baby's birth and no later than six months after leave commences.

The Council retains the right to reclaim any payment made, and to be compensated for leave taken, if the employee fails to provide a copy of the 'Parental Order' within six months of leave and pay commencing.

Abuse of this policy could lead to appropriate action being taken in compliance with the Disciplinary Code.

Applications for adoption/surrogacy leave should be made by completing the application form (AL1) contained within this guide and returning it to OD within the timescale mentioned above. On this form the employee will be required to indicate:

- That they are the child's adopter/intended parent and that they intend taking adoption/surrogacy leave.
- That, if a member of a couple, only 1 is taking adoption/surrogacy leave.
- The date the child is expected to be placed for adoption or born in the case of surrogacy.
- The date they want their adoption/surrogacy leave to begin.
- When they intend to return to work after their adoption/surrogacy leave, provided of course it is their intention to do so.
- If eligible for occupational adoption/surrogacy pay, their preferred payment option for their 12 weeks half pay.
- That they have attached documentary evidence (see above) that they are eligible for statutory adoption/surrogacy leave and pay. For adoption the matching certificate should include the following:
  - The name and address of the adoption agency.
  - The adopters name and address.
  - The date on which the child is expected to be placed for adoption.
  - The date the adopters were notified of being matched with the child.
- Within 28 days of an employee's initial notification the Council will write to them stating your expected date of return from adoption/surrogacy leave. This date will be based on the assumption that they will take their full entitlement to adoption/surrogacy leave of 52 weeks from the date the absence is due to begin, unless they have stated that you do not wish to take the full entitlement in their application to take adoption/surrogacy leave. Should they wish to return earlier

than the date that has been agreed and notified in writing, they should comply with the relevant notification period as detailed in the section entitled 'Exercising the right to return to work' and fill in the form AL2.

Please note that the Council cannot process an application for adoption/surrogacy leave until an employee provides OD with their completed application form and appropriate documentation. An employee may suffer a loss or delay in payment of any benefits if you do not meet the notice requirements.

## 4. Leave available prior to Adoption/Surrogacy Leave commencing

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The following leave is available to employees prior to any adoption/surrogacy leave commencing:

Time off (paid) to attend adoption/surrogacy appointments (such as having contact with the child or meeting with the child's social worker or current carer).	<p><b>Eligibility</b> Employee notified by adoption agency that a child is to be placed for adoption with them.</p> <p><b>Entitlement</b> Up to 6½ hours on up to five occasions.</p>	If a couple are adopting jointly, only one of them is entitled to take paid time off, the other person can take unpaid time off (see below).
Time off (unpaid) to attend adoption/surrogacy appointments (as above).	<p><b>Eligibility</b> If adopting jointly, the employee who has not elected to take paid time off to attend.</p> <p><b>Entitlement</b> Up to 6½ hours on up to two occasions.</p>	

Managers should ensure they accurately record this leave and submit a basic amendment form to Payroll if the time off is unpaid.

## 5. Entitlement to Adoption/Surrogacy Leave

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From the appropriate date (see below) an employee will be entitled to 26 weeks ordinary adoption/surrogacy leave plus a further 26 weeks of additional adoption/surrogacy leave, a total of 52 weeks' adoption/surrogacy leave. The additional leave will commence immediately following the ordinary adoption/surrogacy leave. However if an employee's ordinary leave ends prematurely then they would lose their entitlement to additional leave.

Only one period of adoption/surrogacy leave will be granted, regardless of the number of children placed under the same arrangement. If the placement is delayed for whatever reason and an employee has already begun their adoption/surrogacy leave, they cannot stop leave and start it again at a later date.

If after starting leave, the employee is notified that the child will not be placed, or after the child is placed, that the placement is to end, the employee will not be entitled to the full adoption/surrogacy leave period. In this situation, adoption/surrogacy leave will normally end 8 weeks after the end of the week in which the disruption occurred, or at the end of the adoption/surrogacy leave period whichever is sooner. There is no extension of additional adoption/surrogacy leave if disruption occurs with less than 8 weeks to go. In these circumstances the employee must ensure that they inform OD immediately when the disruption occurs so that the Council will have the full 8 weeks notice to make arrangements for their early return.

An employee can choose to start their adoption/surrogacy leave on:

- The date of the child's placement/birth.
- A pre-determined date, no more than 14 days before the date the child is expected to be placed.
- The day the child is born or the day after (parents in surrogacy arrangements).

Leave can commence on any day of the week. The leave starts on the day the employee starts their adoption/surrogacy leave unless they have worked for any part of that day in which case it will start on the next day.

## 6. Shared Parental Leave

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Shared Parental Leave allows employees with parenting responsibilities the opportunity to share leave should they wish to do so, as long as the combined leave does not exceed a total of 52 weeks (less any adoption/surrogacy leave already taken).

There is no provision for parents having a child via a surrogacy arrangement under this legislation; however, this scheme affords surrogate parents the same rights as adoptive parents. Further details can be found in the [Shared Parental Leave Guidance](#).

## 7. Adoption/Surrogacy Pay Entitlement

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An employee's particular entitlement to adoption/surrogacy pay will depend on their length of continuous Local Government Service. The scheme is comprised of two categories:

**Category 1:** Payment for employees who have completed less than one year's continuous Local Government Service leading into the week in which they are notified of being matched with a child for adoption and have notified the adoption agency that they agree that the child should be placed with them, or in the case of surrogacy less than one year's continuous Local Government Service by the end of the 15<sup>th</sup> week before the expected date of childbirth;

- 39 weeks Statutory Adoption/Surrogacy Pay (SA/SP) plus 13 weeks unpaid leave.
- No Occupational Adoption/Surrogacy Pay.

SA/SP is paid whether or not the employee intends to return to work. This allowance is paid by the Council for up to 39 weeks. If an employee does not qualify for SA/SP they may be eligible for other benefits, which are paid by the Department for Works and Pensions and not the Council. You should also contact your adoption/surrogacy support agency who may be able to offer advice on financial support. Once an employee's entitlement to SA/SP has been established, SA/SP is paid for 39 weeks (that is the whole of the period of Ordinary adoption/surrogacy Leave) and comprises of 39 weeks paid at the prescribed flat rate, which is reviewed annually (latest rate available on the <https://www.gov.uk/adoption-pay-leave/pay> website), or 90% of your average weekly earnings, if lower.

To qualify for SA/SP an employee must:

- Have been continuously employed by the Council for at least 26 weeks by the week you were matched with a child, and also received your documentary evidence. In the case of Surrogacy Leave, they must have worked continuously for the Council for 26 weeks by the end of the 15<sup>th</sup> week before the expected date of childbirth.
- Have average weekly earnings that must not be less than the lower earnings limit for the payment of National Insurance contributions. This is assessed at the end of the week that you were notified of having been matched with the child. Should an employee require further details please contact Payroll.
- Provide OD with documentary evidence of the adoption and notify the Council of when to receive statutory adoption leave which should be at least 28 days before the date the absence will begin, or as soon as is reasonably practicable. This evidence will be in the form of a 'matching certificate' from the adoption agency as evidence of an employee's entitlement to statutory adoption leave. (An employee should ask their Adoption Agency for a matching certificate, which will include information on matching and placement dates).
- Employees who have entered into a surrogacy arrangement must inform their manager of their intention to take surrogacy leave at least 8 weeks before the date they wish to take the leave. They will need to provide documentary evidence to show that a surrogacy arrangement is in place. This could be confirmation from a medical practitioner, or a copy of a legal agreement.

If an employee does not qualify for SA/SP, Payroll will issue them with the SAP1 form, which will explain the reasons why the Council cannot pay you SA/SP.

**Category 2:** Payment for employees who have completed one year's continuous service leading into the week in which you are notified of being matched with a child for adoption and have notified the adoption agency that you agree that the child should be placed with you, or in the case of surrogacy employees who have completed one year's continuous Local Government Service by the end of the 15<sup>th</sup> week before the expected date of childbirth.

Weeks 1 - 6	The first 6 weeks of an employee's absence will be at 9/10ths of a week's pay. (This will be inclusive of SA/SP and/or any other allowances if appropriate).
Weeks 7 - 18	The next 12 weeks of absence will be at ½ a weeks pay (plus SA/SP). No deduction will be made except by the extent to which the combined pay and SA/SP exceeds full pay.  If an employee does not intend to return to work, payments during this 18 week period will be your entitlement to SA/SP only.  If an employee does not return to work with the Council for a period of at least three months, they will be liable to pay back the occupational adoption payments made during the 18 week period. Payments made by way of SA/SP are not repayable
Weeks 19 - 39	For the remaining 21 weeks an employee will receive their entitlement to SA/SP.
Weeks 40 - 52	Unpaid leave.

**Please Note:**

As an alternative, the equivalent amount to the 12 weeks half pay currently paid in weeks 7 – 18 may be paid on another mutually agreed basis during the paid adoption/surrogacy Leave period. The options are specified on the application form (AL1). If an employee wanted to discuss these options in more detail they should contact Payroll.

## **8. The Right to Return to Work**

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An employee will only be required to complete the 'Early Return to Work' Form (AL2), if they wish to return to work prior to the end of their full adoption/surrogacy leave period.

This form should be completed as soon as possible and at least 8 weeks before the day on which they propose to return. Where the notice given is less than 8 weeks the Council may postpone the return to ensure the appropriate notice, but not beyond the end of the adoption/surrogacy leave period.

If your adoption/surrogacy leave has been cut short due to the disruption of the placement/arrangement you must still give 8 weeks notice to return early. If you wish to return earlier than the 8 weeks this may be possible depending on the current situation in the directorate. You must put this in writing and it must be mutually agreed, it is not an entitlement.

Employees have the right to return to the job in which they were employed under their original Contract of Employment, and on terms and conditions not less favourable than those which would have been applicable to them if they had not been on adoption/surrogacy leave. ("Job", for this purpose, means the nature of the work that they were employed to do and the capacity and place in which they were so employed).



Where it is not practicable, because of general reorganisation or redundancy, for the Council to permit an employee to return to work in their original job, they must be offered a suitable alternative vacancy where one exists, in line with the Council's [Redeployment Policy](#).

If, because of an interruption of work (whether due to industrial action or some other reason) it is unreasonable to expect an employee to return on the notified day, they may instead return when work resumes, or as soon as reasonably practicable thereafter. If this is the case, their manager will inform them.

If there is a need to postpone their return after the end of their adoption/surrogacy leave period because of sickness, the employee needs to submit a medical certificate stating that they will be incapable of returning to work, before the notified date of early return or the expiry of the adoption/surrogacy leave period. The sickness scheme will then apply to any absence.

## 9. Keeping in Touch Days

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The Council may make reasonable contact with employees during their adoption/surrogacy leave for a number of reasons, such as to discuss arrangements for their return to work. Employees are entitled to attend work during their adoption/surrogacy leave, although this must be arranged and agreed between the employee and their manager. Keeping in Touch (KIT) days are available as an option if an employee is required to attend departmental meetings or briefings, etc. If an employee only attends work for one hour during their adoption/surrogacy leave then this will count as one full KIT day.

An employee is entitled to a maximum of 10 KIT days, when they will be paid full pay for attendance at work. The enclosed KIT notification form (AL3) must be completed by the employee and signed by the manager before being returned to OD. This will not affect the employee's entitlement to SA/SP.

If the 10 KIT days are used up and the employee wishes to attend work then they will forfeit their entitlement to SA/SP for that week.

## 10. General Information

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### **Amending the date of Adoption/Surrogacy Leave**

If at a later date an employee wanted to amend the date their adoption/surrogacy leave will commence, they need to notify their manager as soon as reasonably practicable and at least 4 weeks before they wanted their leave to commence. This will ensure that there is no delay in processing any adoption/surrogacy pay and benefits to which they are entitled to and will allow the directorate time to make any temporary staffing arrangements which may be necessary to cover their absence.

## **Relationship with the sickness scheme**

Adoption/surrogacy leave will not be treated as sick leave and will not be taken into account for the calculation of the period of entitlement to sickness leave.

Ordinary adoption/surrogacy leave and additional adoption/surrogacy leave shall be regarded as continuous service for the purposes of the National Joint Council's sickness and maternity schemes and annual leave. If an employee is unable to return to work at the end of their period of adoption/surrogacy leave because of illness, they should follow the normal procedures for sickness absence.

## **Antenatal Classes**

An employee is entitled to have paid time off to attend antenatal care, but must provide as much notice as possible to their manager.

## **Unpaid Time Off to Accompany to Antenatal Appointments**

In order to receive this entitlement the employee must have a "qualifying relationship" with you or the expected child. The following people are covered:

- Husband or civil partner.
- Partner, including same sex partners, who live with you.
- Father of the expected child.
- Parent of the expected child by virtue of section 42 or 43 of the Human Fertilisation and Embryology Act 2008 (HFEA) (same sex partner is treated as parent in case of assisted reproduction).
- Potential applicant for a parental order under section 54 of HFEA in respect of the expected child in the case of surrogacy.

The right is to unpaid time off of up to six and a half hours on no more than two occasions.

## **Annual Leave**

Annual Leave continues to accrue during both ordinary and additional adoption/surrogacy leave. An employee may decide to add annual leave to the beginning or the end of their adoption/surrogacy leave to extend the period of time that they are absent from work. Prior to their adoption/surrogacy leave, their annual leave entitlement should be calculated to plan when these days will be taken. If an employee is unsure and intends to take their annual leave at the end of their adoption/surrogacy leave, they must obtain authorisation from their manager at least 8 weeks before their intended date of return.

An employee should ensure that, as far as practicable, their leave is taken within the appropriate leave year. However, employees are entitled to carry over any outstanding annual leave.

## **Bank Holidays**

An employee will receive a substitute day of paid leave for any Bank/Extra Statutory Holidays which fall during the period of their paid adoption/surrogacy leave. An employee should discuss this and calculate it with their manager as it will vary dependent on the time of year that they are absent. This should be completed **prior** to the commencement of their adoption/surrogacy leave to ensure the appropriate adjustments are made to their leave record. Should an employee decide during their adoption/surrogacy leave that they do not intend to return to work any outstanding leave will be paid.

## **Definition of a week's pay**

The term 'a week's pay' for employees whose remuneration for normal working hours does not vary with the amount of work undertaken in the period, is the amount payable by the Council to the employee under the current contract of employment for working their normal hours in a week. Where there are no regular working hours, a week's pay is the average remuneration in the 12-week period preceding the date on which the last complete week ended, excluding any week in which no remuneration was received.

## **Pension**

- **Local Government Pension Scheme (LGPS) members**

Employees in the LGPS will have their pension account credited as normal during ordinary adoption/surrogacy leave. If employees go on to reduced pay or nil pay 'assumed' pay will be added to their LGPS pension account. This means that they will still build up the same pension entitlement that they would have done if they had been working as usual.

If an employee's pensionable earnings are reduced their LGPS contributions will be deducted from the lower pay they actually receive, using the contribution rate which applies to that lower pay band.

An employee's LGPS pension account will also be credited as normal during any **paid** adoption/surrogacy leave.

If an employee takes unpaid additional adoption/surrogacy leave, they won't build up LGPS pension during this period. However, an employee can choose to pay Additional Pension Contributions (APCs) to buy back 'lost' pension, when returning to work. Lost means the pension that they would have built up if they had been working normally during unpaid additional adoption/surrogacy leave.

If an employee elects to pay APCs to buy back the lost pension within 30 days of returning to work, the cost is shared with the employer paying two thirds and the employee paying the remaining one third. If an employee elects after 30 days of returning to work to pay the APCs then the cost would not be shared.

An employee can find out how much it would cost to pay APCs on the following calculator:

[www.lgpsmember.org/help-and-support/tools-and-calculators/buy-lost-pension-calculator/](http://www.lgpsmember.org/help-and-support/tools-and-calculators/buy-lost-pension-calculator/)

An employee will need to enter their details including their 'Lost Pensionable Pay'. This is the pay that they would have received during any unpaid Additional leave period if they had been working normally which can be obtained from the Payroll Team by emailing [HRPayroll@blaenau-gwent.gov.uk](mailto:HRPayroll@blaenau-gwent.gov.uk). To pay APCs to buy back the lost pension, an application form within the calculator needs to be completed and returned to the Payroll Team.

For any further information, please contact the Pensions & Technical Officer in OD:

Email: [Pensions@blaenau-gwent.gov.uk](mailto:Pensions@blaenau-gwent.gov.uk)

Phone: (01495) 355170

- **Teachers Pension Scheme (TPS) members**

Employees in the TPS will still build up their pension account whilst they are receiving at least half pay or they are being paid statutory family leave whilst on adoption/surrogacy leave.

If an employee's pensionable earnings are reduced, the TPS contributions paid will be deducted from the actual reduced salary they receive but using the normal contribution rate that would ordinarily apply to them.

If an employee decides to take a longer break from work, after their contractual and statutory pay has expired, they will be deemed as being 'out of service'. They will be a deferred member of the TPS until they return to pensionable (active) service. This means they will not be entitled to TPS 'death in service' benefits should they die during the break.

### **Honorarium Payments and Secondments**

Where an employee is receiving additional payments in relation to an Honorarium or Secondment arrangement, this will be included in the calculation of their adoption/surrogacy pay.

### **Increments**

Incremental salary increases will not be affected by adoption/surrogacy leave. If a pay award is implemented within the adoption/surrogacy period, it will be reflected in the adoption/surrogacy pay.

### **Premature Birth**

Eligibility for adoption/surrogacy pay is not affected when a baby is born earlier than is expected. Where a baby is born prematurely before the date an employee had planned to start their adoption/surrogacy leave, they should let their directorate know as soon as reasonably practicable and within 28 days of the actual date of the birth. A matching certificate/evidence of surrogacy should be forwarded to OD if this has not been done prior to the birth. If they have already forwarded the matching certificate/evidence of surrogacy to OD then a copy of the child's birth certificate will have to be provided in order to start the adoption/surrogacy leave and pay. In this instance their adoption/surrogacy leave will start on the day after the birth of their child. Failure to provide a matching certificate/evidence of surrogacy/birth certificate may result in adoption/surrogacy payments being affected.

If the employee has already started their adoption/surrogacy leave and the baby is born early, then the Council would simply continue to pay adoption/surrogacy pay in the normal way.

### **Death of a Baby or Stillbirth**

In the situation where a surrogate child is stillborn (after 24 weeks of pregnancy) or who dies after birth, the employee will still be entitled to the same amount of leave and the right to return to work. The entitlement to adoption/surrogacy pay also remains the same. For further information on bereavement leave in these circumstances please refer to the Schedule of Leave of Absence.

### **Deciding not to return**

If an employee does not wish to return to work after their adoption/surrogacy leave they should give the Council notice that they wish to terminate their employment in line with their terms and conditions of employment.

If they do not return to work for a period of 3 months after their adoption/surrogacy leave entitlement has finished then they will be required to pay back the 12 weeks at half pay if they were paid this during their adoption/surrogacy leave.

If an employee fails to return to work following adoption/surrogacy leave without producing a medical certificate or an acceptable explanation for their absence, this will be regarded as breach of their conditions of employment.

## **11. Work Life Balance**

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In order to provide employees with support in balancing work and home life, the Council promotes flexible working practices and has a range of policies and procedures to offer options for those with caring responsibilities. Some of these are listed below and for further details on these policies please refer to the [intranet](#).

## **Parental Leave**

The purpose of parental leave is for caring for a child for whom the employee has parental responsibility. An employee is entitled to unpaid parental leave if the child is under 18 years old. To qualify for parental leave employees must have at least one year of continuous service with the Council. For more information on the conditions of parental leave please refer to the [Parental Leave Policy](#).

## **Flexible working patterns**

An employee can request flexible working such as a change in working pattern, part-time working, or compressed hours, all of which must be considered by the manager, taking into consideration the needs of the service. Employees and managers should refer to the [Flexible Working Policy](#) and all requests for flexible working must be made in line with this policy.

## **Time off for dependants**

This allows a reasonable amount of unpaid time to be taken off work (usually up to a maximum of two days) to deal with unexpected or sudden emergencies. The emergency must involve someone who is a dependant of the employee.

# **12. Family Information Service**

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In order to provide additional support to parents with caring responsibilities the Council operates the Family Information Service which offers advice and guidance on all services available for 0-25 year olds. It is a one stop shop offering information on local childcare provision, children's clubs, leisure and sports activities.

The service is confidential and impartial with up to date information provided by friendly, helpful staff. The service can be contacted via:

Heart of the Valley's Integrated Children's Centre,  
High Street, Blaina, NP13 3BN

**Telephone:** 08000 32 33 39

**Email:** [fis@blaenau-gwent.gov.uk](mailto:fis@blaenau-gwent.gov.uk)

**Website:** <https://www.blaenau-gwent.gov.uk/en/resident/health-wellbeing-social-care/support-for-children-families/family-information-service/>



Employees who pay for childcare, may be able to get extra help with the costs. This is the childcare element of working tax credit. Help with up to 70% of childcare costs, that's 70p in every £1 spent on Registered Childcare, is possible.

For a claim pack please contact the helpline on 0845 300 3900 or [www.hmrc.gov.uk](http://www.hmrc.gov.uk) to download a pack.

# Application for Adoption/Surrogacy Leave



Cyngor Bwrdeistref Sirol

## Blaenau Gwent

County Borough Council

THIS FORM SHOULD BE COMPLETED AND RETURNED TO [HRpayroll@blaenau-gwent.gov.uk](mailto:HRpayroll@blaenau-gwent.gov.uk)

### SECTION 1 – PERSONAL DETAILS

Full Name:

Home Address:

Telephone Number: Home:  Work:

Designation:

Place Of Work:

Staff Number:

N.I. Number:

### SECTION 2 – DECLARATION

Having read the Council's Adoption/Surrogacy Leave guidance, I hereby notify you that as the child's adopter/ intended parent I wish to take adoption leave and elect to receive adoption pay/leave in respect of this adoption. I confirm that no other person is claiming adoption/surrogacy leave in respect of this adoption/surrogacy. Please find below details in relation to my leave request.

Date of Placement of Child:

Date Adoption/Surrogacy Leave commences:

I intend returning to work\* at the end of my Adoption/Surrogacy Leave Period?  
(\* for a period of at least 3 months)

Yes  No

If eligible for the 12 weeks occupational half pay what is your preferred payment option? (please tick as appropriate)

12 weeks in equal payments  33 weeks in equal payments

20 weeks in equal payments  Lump sum payment at the end of your Adoption Leave

How many weeks Adoption/Surrogacy Leave do you intend to take?  (Maximum 52)

If you are taking unpaid Adoption/Surrogacy Leave, would you want to pay back Additional Pension Contributions (APC's) on the unpaid leave? (LGPS only) deducted at 1/3 employee; 2/3 employer

Yes  No

*This is deducted at 1/3 employee and 2/3 employer.*

Signed:  Date:

A MATCHING CERTIFICATE/EVIDENCE OF SURROGACY MUST BE SUBMITTED TO THE OD DIVISION WITH THIS FORM

### ORGANISATIONAL DEVELOPMENT DIVISION ONLY

Check details and date of commencement: D of C  Date of Return

Inform Resources  Entered in Register

Letter to Employee (28 days)  Filed Personal File

# Request to return to work



THIS FORM SHOULD BE COMPLETED AND RETURNED TO [HRpayroll@blaenau-gwent.gov.uk](mailto:HRpayroll@blaenau-gwent.gov.uk) WITH AT LEAST 8 WEEKS NOTICE GIVEN OF THE INTENTION TO RETURN TO WORK

## SECTION 1 – PERSONAL DETAILS

Full Name:

Home Address:

Telephone Number: Home:  Work:

Designation:

Place Of Work:

Staff Number:

N.I. Number:

## SECTION 2 – DECLARATION

I confirm that I wish to return to work earlier than the end of my Adoption/Surrogacy Leave, on the date detailed below:

Signed:

Date:

## ORGANISATIONAL DEVELOPMENT DIVISION ONLY

Check details and date of commencement: D of R  Entered in Register

Inform Resources  Entered in Register

Letter to Employee (28 days)  Filed Personal File

End Secondment/Temporary Cover



# Authorisation for Payment of Keeping In Touch Days



THIS FORM SHOULD BE COMPLETED AND RETURNED TO [HRpayroll@blaenau-gwent.gov.uk](mailto:HRpayroll@blaenau-gwent.gov.uk)

## SECTION 1 – PERSONAL DETAILS

Full Name:

Home Address:

Telephone Number: Home:  Work:

Designation:

Place Of Work:

Staff Number:

N.I. Number:

## SECTION 2 – DECLARATION

In line with the Adoption/Surrogacy policy and the Keeping in Touch Days option I wish to notify you that I attended work on the date(s) stated below:

Reason for the Keeping in Touch Day(s):

Employee's Signature:  Date:

Manager's Signature:  Date:

## ORGANISATIONAL DEVELOPMENT DIVISION ONLY

CHECK DETAILS AND DATE OF COMMENCEMENT

- Inform Resources  Entered in Register
- Letter to Employee (28 days)  Filed Personal File