

Adoption Leave Application

CHRIS/64

Please discuss your plans with your immediate supervisor or manager before completing this application. You should tell him/her when you expect your leave to start within seven days of the date the adoption agency told you that you had been matched with the child, unless this is not reasonably practicable. Information on the University's adoption policy is available on the HR website: <http://www.admin.cam.ac.uk/offices/hr/policy/adoption/>

PART 1 – APPLICATION FOR LEAVE

To be completed by the employee

Section A – Personal Details

These questions must all be answered. Your personal reference number can be found on your payslip.

1. Full name
2. Personal Reference Number
3. Faculty / Department

Section B – Details of leave

The start date must not be more than 14 days before the placement date and no later than the date the child is placed (or the next working day)

You can change your mind about the date on which you want your leave to start providing you give at least 28 days notice (unless that is not reasonably practicable).

4. Date of birth of child
5. The name of the child (in full)
6. Start date of leave (dd/mm/yyyy)
7. Placement date (dd/mm/yyyy)

If your plans to return to work following adoption leave are still provisional you may opt to be paid Statutory Adoption Pay only during your leave to avoid the possibility of repayment of money in excess of this later. If you do return to work for at least three months you will receive the balance of occupational adoption pay owing to you.

8. Do you wish to be paid Statutory Adoption Pay only?

Yes ☐ No ☐

Section C – Working Pattern

It is very important that we know what days of the week you are working in order that we can calculate your leave entitlement correctly. In question 10, tell us the start date of this pattern (even if in the past). If your pattern changes before you go on leave, you must tell us.

9. Working pattern

Every weekday Monday-Friday

Variable – give days worked weekly if known

Multi-week pattern – give details in Q42

Specified below

Number of days per week

Mon Tue Wed Thu Fri Sat Sun

10. Start date of this pattern

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Section D – Declaration

I am applying for Adoption Leave in order to care for the child named on this form. If I am adopting a child with my partner, I understand that only one adoptive parent is entitled to Statutory Adoption Pay and adoption leave, the other partner being entitled to apply for Statutory Paternity Pay and paternity leave.

Should I not return to work after my adoption leave or return for a period of less than three months, I agree to repay the University any pay I have received in excess of the Statutory Adoption Pay in force at that time.

The information included in this application is correct.

Signed _____ Date _____

This form should now be sent to your local Administrator.

PART 2 – INSTITUTIONAL ACKNOWLEDGEMENT

To be completed by the institution

Leave approved by Head of Institution or authorised deputy. Where the post is externally funded, I have informed the sponsor that the member of staff will be taking leave. (N.B. it is assumed the sponsor will bear the full cost, less adoption pay recovered from the Department of Work and Pensions, of offering adoption leave in line with the University's policy.)

Signed _____ Name _____
Position _____ Date _____

This form should now be posted or emailed to your [HR School Team Administrator](#) at the relevant address:

Old Schools

School of Arts & Humanities
School of the Biological Sciences
School of the Humanities & Social Sciences
School of the Physical Sciences
School of Technology
UAS
Non-School Institutions

Addenbrooke's Hospital

School of Clinical Medicine

PART 3 – FOR HR USE

To be completed by the HR Division

If the answer to 11 is "No", state the reason in question 13.

11. Employee qualifies for SAP

Yes ☐ No ☐

12. Latest return date

13. Comments

Signed _____ Name _____
Position _____ Date _____

Now make the proper updates on the CHRIS system.