5.6 What if I decide not to return to work after my adoption leave?

If you decide not to return to work after your adoption leave, and so you wish to resign, you should submit your resignation in writing to your Line Manager. Your contract end date will be in accordance with the notice period stated in your contract of employment. For most employees this will be 4 calendar weeks (28 days) from the date of resignation (3 months for Chief Officials), or the requested contract end date provided by you in writing where this is later. You will receive payment for any annual leave and public holiday days accrued during your adoption leave period, along with any other outstanding money due to you, in your final salary payment. Your Line Manager will contact you to arrange for you to return any Council property you may have including ID badge, fob, keys, computer equipment etc.

Resigning whilst on adoption leave will only affect the amount of your adoption pay if you were eligible to receive Occupational Adoption Pay and you chose to receive payment of the 12 weeks at 50% of normal pay. If you do not return to work at the end of your adoption leave because you have chosen to resign, you will be required to pay back the 12 weeks at 50% of normal pay (see section 3.4 above). The HR Service Centre will contact you to arrange for this money to be repaid.

The Council has a Leaver Support Scheme which enables an employee who leaves to care for a young child to maintain work related contact with the Council for a period of 5 years, with the opportunity to work for a minimum of 2 weeks in each of these years. If you register under this Scheme you will receive regular details of Council vacancies, although you will not be given priority when applying for posts. Full details of the Leaver Support Scheme are available on the Zone or from your Line Manager.