

Adoption Guidance

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SECTION 1: INTRODUCTION

Purpose

This guidance is part of the Council's Family Leave provisions, supporting the diverse needs of families and promoting a compassionate, inclusive workplace.

The Council recognises that employees who feel supported and valued within a compassionate workplace are more likely to openly discuss wellbeing concerns or life events, seek support when needed, and successfully transition back to work. Managers who foster trust and demonstrate effective leadership play a crucial role in creating an environment that is open, respectful, and kind, enabling their teams to thrive.

The purpose of this guidance is to provide employees and managers with relevant information on adoption leave, including details on the available provisions, any eligibility criteria, application requirements and support options.

Core to this guidance is that no employee will be adversely treated in the workplace due to taking adoption leave.

The Council is committed to ensuring family leave provisions are inclusive, equitable, and accessible to all employees, regardless of family structure. We respect and value each employee's circumstances and will provide support without discrimination based on age, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership, race, religion or belief, disability. Our aim is to create a workplace where everyone feels supported in balancing work and family life.

This guidance should be read in conjunction with the Council's Family Leave Policy and Special Leave Policy.

Application and Scope

This guidance applies to all employees of the Council except teachers and those other employees under SNCT terms and conditions who have a separate local agreement covering teachers leave of absence.

Responsibility of Managers

Managers should ensure that they are familiar with the provisions of this guidance and are supportive of any employee seeking to request adoption leave.

Responsibility of Employees

Employees should familiarise themselves with this guidance and engage with their line manager at the earliest opportunity when planning to take adoption leave. This can help the line manager to provide support accordingly and also plan how they may cover any leave, where this is required.

SECTION 2: ADOPTION LEAVE AND PAY

Eligibility

Employees are eligible, from day one of employment, to take up to 52 weeks' adoption leave if they are:

- adopting a child,
- fostering a child permanently and becoming their legal parent ('fostering to adopt) or
- having a child through surrogacy arrangements (subject to applying to become the legal parent within 6 months of the child's birth).

Employees do not qualify for Statutory Adoption Leave or Pay if they:

- arrange a private adoption
- become a special guardian or kinship carer
- adopt a stepchild
- adopt a family member

Only one person in a couple can take adoption leave. The other partner could be eligible for paternity leave instead. It is up to the couple to decide and elect who is the:

- **Primary Adopter:** this is the person who takes adoption leave and receives adoption pay (where applicable).
- **Secondary Adopter:** this is the Primary Adopter's partner and who may be entitled to paternity leave and pay.

Adoption Leave

Statutory Adoption Leave is 52 weeks, consisting of:

- Ordinary Adoption Leave - first 26 weeks
- Additional Adoption Leave - last 26 weeks

Adoption leave can start:

- up to 14 days before the date the child starts living with the adoptive parents (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child is born or the day after (if a surrogate has been used to have a child)

Employees can refer to the [Adoption Planner](#) on the government website to identify the earliest date their adoption leave can start.

Adoption Pay

If the employee is the Primary Adopter their entitlement to adoption pay depends on their length of continuous service and how much they earn.

To qualify for Statutory Adoption Pay (SAP) and/or Occupational Adoption Pay (OAP) continuous service means, continuous service with Aberdeen City Council or a public authority as listed in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Orders (which covers local authorities and related bodies).

Pay for Adoptions within the UK

To receive Statutory Adoption Pay, the employee must:

- have been continuously employed for at least 26 weeks by the week they were matched with a child
- earn on average equal to or more than the lower earnings limit for National Insurance contributions
- notify their line manager giving at least 28 days' notice
- give [proof of the adoption or surrogacy](#)

Pay for Adoptions of a child from overseas

The requirements are the same as above if the employee is adopting from overseas, except they must have been continuously employed for at least 26 weeks when they start receiving adoption pay.

The Primary Adopter must also sign [form SC6](#) if they are adopting from overseas with a partner. This confirms that they are not taking paternity leave or pay.

Pay for Adoptions in a surrogacy arrangement

The requirements are the same as Adoptions within the UK if the employee is in a surrogacy arrangement, except they must have been continuously employed for at least 26 weeks by the 15th week before the baby's due date.

The employee must also:

- intend to apply for a [parental order](#)
- expect the order to be granted (for example because they do not have any convictions involving children, and the birth mother or father agree to the arrangement)

Qualification	Entitlement
If the employee has less than 26 weeks' continuous service by the matching week or by the end of the	The employee will not be entitled to SAP or OAP but may be entitled to claim benefits through Jobcentre Plus.

<p>15th week before the expected week of birth for surrogacy:</p>	<p>If the employee has submitted the Application for Adoption Leave form together with a matching certificate within 7 days of being notified by the adoption agency that they have been matched with a child for adoption, they will be issued with an SAP1 form within 7 days of the decision that they are not entitled to SAP. This is so that they can ask about claiming benefits through Jobcentre Plus.</p>
<p>If the employee has 26 weeks' continuous service or more by the matching week or by the end of the 15th week before the expected week of birth for surrogacy and your average weekly earnings are <u>equal to or more</u> than the lower earnings limit for National Insurance contributions:</p>	<p>The employee will be entitled to OAP and SAP for a maximum period of 39 weeks as follows:-</p> <ul style="list-style-type: none"> • OAP for the first 6 weeks will provide 90% of average weekly earnings (which is the same rate as Statutory Adoption Pay). • OAP for the following 12 weeks, which is a sum equal to 50% of normal pay (this is optional and the employee can choose whether or not to receive this money. If they choose to take the 12 weeks at 50% of their normal pay and then do not return to work for a period of 12 completed calendar weeks at the end of the adoption leave, they will be required to pay the money back (paid back on a pro rata basis if they return for less than 12 completed calendar weeks). • If the employee chooses not to take the 12 weeks at 50% of their normal pay, they will get the flat rate of SAP (or 90% of their average weekly earnings if this is less than the flat rate of SAP) for these 12 weeks. However if they do then return to work a period of 12 completed calendar weeks at the end of the adoption leave, they will then be paid for the 12 weeks at 50% of their normal pay (paid on a pro rata basis if they return for less than 12 completed calendar weeks). In addition they will get the flat rate of SAP or 90% of their average weekly earnings, whichever is less. The maximum amount you can receive for these 12 weeks is your normal full pay. • For the following 21 weeks you will get the flat rate of SAP (or 90% of your average weekly earnings if this is less than the flat rate of SAP). • The remaining 13 weeks of adoption leave, if taken, would be without pay.
<p>If the employee has 26 weeks' continuous service or more by the matching week or by the end of the 15th week expected week of birth for surrogacy but</p>	<p>An employee will not be entitled to SAP but may be entitled to claim benefits through Jobcentre Plus.</p> <p>If the employee has submitted the Application for Adoption Leave form together with a matching</p>

their average weekly earnings are less than the lower earnings limit for National Insurance contributions:

certificate within 7 days of being notified by the adoption agency that they have been matched with a child for adoption, they will be issued with an **SAP1** form within 7 days of the decision that you are not entitled to SAP. This is so that they can ask about claiming benefits through Jobcentre Plus.

An employee will be entitled to OAP as follows:-

- For the first 6 weeks they will get 90% of their normal pay (which includes any benefits received from Jobcentre Plus).
- For the following 12 weeks they can get a sum equal to 50% of their normal pay (this is optional and they can choose whether or not to receive this money). If they choose to take the 12 weeks at 50% of their normal pay and then do not return to work for a period of 12 completed calendar weeks at the end of the adoption leave, they will be required to pay the money back (paid back on a pro rata basis if they return for less than 12 completed calendar weeks).
- If the employee chooses not to take the 12 weeks at 50% of their normal pay, they will get the flat rate of SAP (or 90% of their average weekly earnings if this is less than the flat rate of SAP) for these 12 weeks. However if they do then return to work a period of 12 completed calendar weeks at the end of the adoption leave, they will then be paid for the 12 weeks at 50% of their normal pay (paid on a pro rata basis if they return for less than 12 completed calendar weeks). The maximum amount, including any benefits received from Jobcentre Plus, they can receive for these 12 weeks is your normal full pay.
- The remaining 34 weeks of their adoption leave, if taken, would be without pay.

The definition of 'average weekly earnings' for the purpose of Statutory Adoption Pay is the gross average of all payments made to you in the 8 week period up to and including the last pay day before the end of the matching week or expected week of birth for surrogacy. The definition of 'normal pay' for the purpose of Occupational Adoption Pay is basic pay plus any contractual payments.

If the employee is adopting more than one child as part of the same adoption arrangement or expecting more than one child through a surrogacy arrangement, their entitlement to adoption pay and adoption leave is the same as if they were only adopting one child.

SECTION 3: PRIOR TO ADOPTING

It is important that employees and line managers are aware of the requirements prior to adoption and surrogacy, during adoption leave and what to do to prepare for returning to work. The following sections provide information on this.

Employees can also refer to Appendix 3 – Employee Checklist and line managers Appendix 4 – Line Managers Checklist.

Notification of Adoption Leave

Employees are required to notify their line manager in accordance with the notice periods below:

- **Adoption within the UK**

Within 7 days of being matched with a child the employee must notify their line manager:

- how much leave they want to take
- their leave start date
- the 'date of placement' - the date the child is placed with the employee

The line manager can ask for this in writing and for proof of the adoption.

- **Adoption of a child from overseas**

Usually within 28 days of getting the notification the employee must notify their line manager of:

- the date of their 'official notification' and
- when they expect the child to arrive in the UK.

Employees must also confirm:

- the actual date the child arrives in the UK - within 28 days of this date
- how much leave they want and their start date - giving their employer 28 days' notice

- **Surrogacy arrangements**

No later than the 15th week before the baby is due the employee must notify their line manager

- that they intend to take adoption leave
- the expected week of childbirth and
- when they want to start their leave

Employees need to confirm their surrogacy arrangement by way of a written statement ('statutory declaration') to confirm they have applied or intend to apply for a [parental order](#) in the 6 months after the child's birth.

Application for Adoption Leave

In order to receive adoption leave the employee must complete and submit the **Application for Adoption Leave Form** (see **Appendix 1**) to their line manager, together with a completed matching certificate (where applicable).

Once the employee has submitted a copy of the matching certificate (where applicable) along with the **Application for Adoption Leave Form**, their line manager will send these forms to People Services (AskHR@aberdeencity.gov.uk).

People Services will then write to the employee, by law this must be within 28 days of the line manager receiving the completed forms. People Services will confirm the employees adoption leave along with the date of return to work, assuming they decide to take their full adoption leave entitlement.

Changing Adoption Leave Dates

Employees must tell their employer within 28 days if the date of placement (or UK arrival date for overseas adoptions) changes.

Employees must give their employer at least 8 weeks' notice if they want to change their return to work date.

Time off for Adoption Related Appointments & Training

Primary and Secondary Adopters are both entitled to take paid time off during working hours to attend up to 5 pre-adoption meetings, and each meeting may last up to 7 hours. Employees will be required to provide evidence of the meeting to their line manager.

Employees who are adopting are entitled to up to 6 days paid time to attend pre-adoption training.

Employees should give their line manager as much notice of meetings and training as possible and wherever possible such meetings should take place at the start or end of the working day.

If the employee is having a child through a surrogacy arrangement and intends to apply for a parental order to become one of the child's legal parents, the employee has the right to reasonable paid time off to attend ante-natal care, regardless of their length of service or hours of work, and taking account of the complexities of the pregnancy. As much notice as possible should be provided, and preferably the appointment should be arranged for the start or end of the working day. Time for ante-natal care can vary in length for appointments, managers should approve leave off for appointments as appropriate, e.g. in hours rather than half days. Line managers cannot ask for proof of the appointment.

Shared Parental Leave

Employees may wish to consider Shared Parental Leave provisions, whereby they can choose to share a period of leave and pay with their partner. If eligible they would do this by ending/curtailing their adoption leave and/or pay at a future date and share the untaken balance of leave and pay with their partner. They may return to work early from adoption leave and opt into Shared Parental Leave and Pay at a later date.

Further information can be found in the Council's [Shared Parental Leave Guidance](#) which is available on People Anytime.

Neonatal Care Leave

Neonatal care leave (NCL) is a leave entitlement available to parents whose baby, or babies, require neonatal care for at least 7 consecutive days within the first 28 days after birth.

For further information please refer to the [Neonatal Care Leave and Pay Guidance](#).

SECTION 4: DURING ADOPTION LEAVE

Reasonable contact

The purpose of reasonable contact is for employees to stay in touch with their line manager during their adoption leave. The line manager and employee will agree how contact will be made and how often, prior to commencing adoption leave. It is an opportunity for the employee to find out from their line manager about any developments or changes at work, any relevant promotion opportunities or to talk about plans to return to work.

Keeping in touch (KIT) days

Keeping in touch (KIT) days can help employees stay in touch with the organisation during their adoption leave and to make it easier for both the employee and line manager when it comes to returning to work.

Employees are not obliged to do any work or attend any work-related events during their adoption leave however they can work **up to 10 days** should they wish. These days do not have to be limited to the normal job, and instead could be used for training or other work-related events.

Although employees are entitled to a maximum of 10 KIT days during adoption leave they can only use a maximum of 2 days in any one week. Arrangements for KIT days should be discussed and agreed between the employee and line manager ideally at least 7 days in advance, detailing the dates and times they wish to work.

Any work completed as a KIT day, even a one-hour training course for example, will be counted as a whole KIT day. The employee will be paid at the normal contractual rate of pay (inclusive of any adoption pay where applicable) for the days worked and if the employee works less than a full working day as a KIT day they will be paid for the actual hours worked. Once the employee has carried out a KIT day, the line manager must email People Services confirming the date the employee undertook their KIT day and the number of hours completed. Managers are responsible for keeping a record of how many KIT days an employee has undertaken to ensure they do not work more than the maximum of 10 days.

Placement ends during adoption leave

The employees adoption leave will end 8 weeks after the placement ended if:

- the employee has started their adoption leave and the agency tells them the placement cannot happen
- the child dies during adoption leave
- the child is returned to the adoption agency

Right to live and work in the UK

If the employee is working in the UK on a visa or work permit, they must maintain their right to live and work in the UK during adoption leave. They must also be able to produce this documentation at any time if requested to do so.

PVG

If the post requires the employee to be a member of the Protecting Vulnerable Groups (PVG) scheme and if the employee is outside the UK for more than 3 months during their adoption leave, they will need to provide a foreign police check before returning to work. Guidance on how to obtain a foreign police check can be found on the [Foreign & Commonwealth Office website](#).

Professional Registration

If the post requires the employee to be registered with a professional body such as Scottish Social Services Council (SSSC), Law Society of Scotland etc, they must continue to pay their registration fee and remain registered during adoption leave.

SECTION 5: PREPARING TO RETURN TO WORK

Notification of returning to work

An employee returning to work after 52 weeks of adoption leave is not obliged to notify their line manager of the date on which they will be returning to work, as the date of return will be assumed to be the day following the end of the 52 week period. However as part of the reasonable contact employees have with their line manager during adoption leave, it is a good idea to be discussing when employees will be returning to work and also how they will use any accrued annual leave and public holiday entitlement.

An employee planning to return to work early from adoption leave (i.e. before the end of the 52 week period), must complete the **Notification of Early Return to Work** form (see Appendix 2) at least 8 weeks before the date on which they intend to return. The line manager will advise the employee of any accrued annual leave and public holiday entitlement prior to returning to work and agree when this will be taken.

Redundancy protection

An employee will normally return to the same job that they had before going on adoption leave. However, if this is not possible due to exceptional circumstances (e.g. redundancy or reorganisation) they will be offered a suitable alternative post with comparable duties, terms and conditions, pay and location where such a vacancy exists, and supported under the Councils Redeployment procedure.

Flexible working arrangements

If an employee would like to return to work on a flexible working basis (e.g. part time hours), they should make an application on the standard form, in accordance with the Flexible Working Guidance, to their line manager as far in advance of their planned return date as possible. This will allow the Cluster sufficient time to consider their request and to make the necessary arrangements. The application should include details of the hours/days the employee would wish to work and should suggest how their flexible working arrangement could operate in practice.

Whilst the law gives employees the right to request flexible working from their first day back after adoption leave, the service does not have to agree to the request, but it does have to consider the request seriously.

Please see the Council's [Flexible Working Policy](#) and [Flexible Working Guidance](#) for further information.

Career break

A career break may be taken immediately after a period of maternity, adoption or shared parental leave where the employee meets the qualifying criteria. The

employee will be required to take any annual leave accrued during the maternity, adoption or shared parental leave period immediately prior to commencing the career break. The career break would therefore commence on the date immediately following any such period of annual leave, where requested.

If the employee has received the 12 weeks adoption pay at 50% of their pay and fails to return to work for at least three months at the end of the adoption and shared parental leave or at the end of the career break which follows immediately after, they will be required to pay back the 12 weeks at 50% of normal pay. For further information please see the Council's [Career Break Policy](#).

Annual leave and public holidays accrued during leave

Annual leave and public holidays continue to accrue when on adoption leave. Annual leave and public holiday entitlement will be calculated and the employee will be able to take the accrued annual leave at the end of their adoption leave.

The line manager and employee should discuss when leave can be taken in line with operational requirements of the Service.

Accrued leave entitlement will usually be taken at the end of the adoption leave period, before returning to work. If the accrued leave cannot all be taken before the end of the leave year, it can be carried over into the following leave year.

Employees may wish to take their accrued leave in a variety of ways e.g.:

- finish adoption leave and immediately take accrued leave, thus extending time off work but receiving pay
- use accrued leave to phase the return by working reduced hours and taking leave for the remaining hours therefore receiving full pay
- finish adoption leave, return to work, then take regular holidays. Whatever the preference it must be discussed and agreed with the line manager

Deciding not to return to work after adoption leave

If the employee decides not to return to work after adoption leave, and so wishes to resign, they should submit their resignation in writing to their line manager. The contract end date will be in accordance with the notice period stated in the contract of employment. Payment for any annual leave and public holiday days accrued during the maternity leave period, along with any other outstanding money due, will be included in the final salary payment. The line manager will contact the employee to arrange for the return of any Council property e.g. ID badge, fob, keys, computer equipment etc.

Resigning whilst on adoption leave will only affect the amount of adoption pay if the employee were eligible to receive Occupational Adoption Pay and they chose to receive payment of the 12 weeks at 50% of normal pay. If the employee does not return to work at the end of the adoption leave because they have chosen to resign, they will be required to pay back the 12 weeks at 50% of normal pay. People Services will contact you to arrange for this money to be repaid.

SECTION 6: FURTHER INFORMATION AND SUPPORT

Support and advice

- [Employee Assistance Programme](#) – The Council provides a free, confidential 24-hour counselling service offering a helpline for general advice and guidance, psychological and emotional support and/or individual counselling.
- [Mental Health and Wellbeing Support](#) – These resources provide a variety of information for employees including details about the councils mental health first aiders network.
- [Financial Wellbeing](#) - Sign posting to resources which can help with managing financial wellbeing, including budgeting advice and tools, Money Advice Team and employability support for parents.
- [ABZ Works](#) – Resources to support employees to take care of themselves, physically, emotionally, and mentally. Sometimes, a change in one area can positively impact change in other areas.
- [Tax-Free Childcare](#) - Employees who wish to find out more about joining a Childcare Scheme can look into the Government's Tax-Free Childcare (TFCC).

External Support

- [Adoption UK in Scotland](#)
- [Scottish Adoption](#)
- [MyGov.Scot Adoption](#)
- [Adoption in Scotland](#)
- [MyGov.Scot Surrogacy](#)
- [British Infertility Counselling Association \(BICA\)](#)

Related policy and guidance

- [Family Leave Policy](#)
- [Shared Parental Leave Guidance](#)
- [Paternity Leave Guidance](#)
- [Neonatal Care Guidance](#)
- [Flexible Working Policy](#)
- [Flexible Working Guidance](#)
- [Parental Bereavement Leave Guidance](#)
- [Career Break Policy](#)
- Special Leave Policy

Further Advice

For advice and guidance on the application of this guidance please contact People Services.

Gathering and Providing Feedback

As part of the Council's ongoing commitment to supporting employees, those who have accessed the Family Leave provisions may be contacted to collect feedback on their experiences. These insights are invaluable in helping to understand what works well and where improvements could be made, directly contributing to enhancing the support offered to all employees.

At any time, employees and managers can communicate feedback on this guidance or suggestions for improvement to People Services.

Section 7: APPENDICES

Appendix 1: Application for Adoption Leave Form

You are entitled to adoption leave if you are the Primary Adopter and are:

- adopting a child,
- fostering a child permanently and becoming their legal parent ('fostering to adopt) or
- having a child through surrogacy arrangements (subject to applying to become the legal parent within 6 months of the child's birth).

Complete and submit this form to your Line Manager, together with a matching certificate where this is required, in line with the notification timescales in the Adoption guidance.

NOTE: If you do not complete and submit this form along with the required evidence within the required timescale, you may not be entitled to adoption leave.

PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
JOB TITLE:	
LINE MANAGER:	
EMPLOYMENT STATUS:	PERMANENT / FIXED TERM / CASUAL (please select as appropriate)
HOURS PER WEEK:	
DECLARATION (tick the option that applies)	
<input type="checkbox"/> I have been informed by an adoption agency that I have been matched with a child for adoption and wish to apply for adoption leave – I attach the original copy of the matching certificate.	
<input type="checkbox"/> I am having a child through surrogacy arrangements and have applied for or intend to apply for a parental order in the 6 months after the child's birth.	
START OF ADOPTION LEAVE PERIOD	The child's date of placement is (date):
Note: Your adoption leave can start no later than the date of the child's placement (or the day after that if you are	The expected week of birth for surrogacy (date):

<p>at work on that day) or from a fixed date up to 14 days before the expected date of placement or for surrogacy start from the birth or day after the birth.</p>	<p>I intend to start my adoption leave period on (date):</p>
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ARRANGEMENT FOR PAYMENT OF 12 WEEKS AT 50% OCCUPATIONAL ADOPTION PAY (please tick the appropriate box)

This only applies to employees who have 26 weeks' continuous service (see guidance for definition and further details) or more by the week in which they are notified of being matched with a child for adoption/the expected week of birth for surrogacy (whichever applies).

Please **pay me** 12 weeks at 50% Occupational Adoption Pay. If I don't return to work for a period of 3 completed months at the end of my adoption leave, I understand that I will be required to pay back this money (repaid on a pro rata basis if I return for less than 3 completed months).

Please **do not pay me** 12 weeks at 50% Occupational Adoption Pay. If I return to work for a period of 3 completed months at the end of my adoption leave, I understand that I will be paid this money (paid on a pro rata basis if I return for less than 3 completed months).

SIGNATURE

I would like to apply for adoption leave in accordance with the information that I have provided.

Signed: Date:

Once completed and signed by the employee, this form should be emailed to People Services (AskHR@aberdeencity.gov.uk) by the line manager.

Appendix 2: Notification of Early Return to Work Form

You only need to complete this form if you are returning to work early from your adoption leave (i.e. before the end of the 52-week period). If this applies to you, this form should be completed and given to your Line Manager at least 8 weeks before the date on which you intend to return.

If you do not complete and submit this form within the required timescale, you may not be entitled to return to work early.

PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
JOB TITLE:	
LINE MANAGER:	
DATE ADOPTION LEAVE STARTED:	
NOTIFICATION OF THE DATE ON WHICH YOU WISH TO RETURN TO WORK EARLY	I intend to return to work early on (date):

SIGNATURE

Signed:.....Date:.....

Once completed and signed by the employee, this form should be emailed to People Services (AskHR@aberdeencity.gov.uk) by the line manager

Appendix 3: Employee Checklist

Following the steps on this checklist will ensure the necessary actions are taken at the right time to receive adoption entitlements.

ACTION	TIMESCALE	COMPLETED
Prior to Adoption Leave		
Submit Application for Adoption Leave form to line manager	<p>Adoption within the UK - Within 7 days of being notified by the adoption agency that you have been matched with a child for adoption, or as soon as possible.</p> <p>Adoption from overseas - providing your line manager with 28 days' notice.</p> <p>Surrogacy - at least 15 weeks before the expected week of birth.</p>	
Consider whether to remain in salary sacrifice schemes , if applicable. Contact accmybenefits@aberdeencity.gov.uk for more information	As early as possible	
Review Government Adoption leave calculator for eligibility	As early as possible	
Notify line manager of pre-adoption or antenatal appointments	Provide as much notice as possible	
Explore Shared Parental Leave and Pay as an option with partner. More information can be found in the Shared Parental Leave and Pay Guidance or Gov.UK	Required to follow notification and curtailment of adoption leave and/or pay processes, providing notice at least 8 weeks before the first day of intended period of leave	
Discuss contact with line manager during adoption leave including preferred type of contact, frequency etc	Discuss prior to going on adoption leave	
During Adoption Leave		

If baby/babies have been in Neonatal within the first 28 days after adoption placement, notify line manager as per the Neonatal Care Guidance.	Notification to line manager should baby / babies be in neonatal for at least 7 consecutive days within the first 28 days of adoption placement.	
If applicable, submit Notification of Early Return to Work form to line manager (only required if wish to return to work <u>early</u> i.e. before the end of 52-week adoption leave period)	At least 8 weeks before early return date	
Consider Childcare Scheme Options - The Childcare Voucher Scheme is no longer available due to changes by the Government in 2018. More information is available at Tax-Free Childcare (TFCC)	As soon as possible	
Decide if want to do any Keeping in touch (KIT) days	Discuss and agree with line manager at least 7 days in advance, detailing the dates and times wish to work	
Identify if considering a Career Break	Discussion to take place as early as possible with line manager.	
Ensure continue to have the Right to Live and Work in the UK which is continuously required as an employee of the Council.	If due to expire whilst on adoption leave discuss with line manager prior to expiry date and notify the People Services (AskHR@aberdeencity.gov.uk)	
For posts requiring PVG - If out with the UK for more than 3 months during adoption leave, will need to provide a foreign police check before returning to work	Guidance on how to obtain a foreign police check can be found on the Foreign & Commonwealth Office website . Obtain as soon as returned to the UK	
For posts requiring professional registration - continue to pay registration fee and remain registered during adoption leave.	Arrange payment prior to current registration expiring	
Preparing to Return to Work		

<p>Consider if wishing to return on a flexible working basis (e.g. part time hours). Submit an application in accordance with the Flexible Working Policy and Flexible Working Guidance</p>	<p>As far in advance planned return date as possible</p>	
<p>Consider how wish to use accrued annual leave and public holidays, which continues to accrue when on adoption leave.</p>	<p>Discuss with line manager when leave can be taken in line with operational requirements of the Service as soon as possible</p>	
<p>Contact Pensions if wish to pay an Additional Pension Contribution (APC) to purchase any or all amounts of pension 'lost' during any unpaid period of adoption leave</p>	<p>Must be done within 30 days of returning to work for it to be a shared cost APC (Council pays 2/3rds and you pay 1/3rd)</p>	

Appendix 4: Line Manager Checklist

ACTION	TIMESCALE	COMPLETED
Prior to Adoption Leave		
Notified by employee of Adoption Leave, application and matching certificate (where applicable) received by Line Manager	Send forms to People Services (AskHR@aberdeencity.gov.uk) as soon as possible	
Employee notifies of pre-adoption meetings or antenatal appointments - grant paid special leave paid if the appointment falls during working hours	As appropriate	
Familiarise self with Shared Parental Leave Policy	As appropriate	
Discuss and agree with the employee how contact will be made and how often. Confirm with the employee how they want to know about service updates etc	Prior to commencing adoption leave	
During Adoption Leave		
If employee notifies that their baby / babies have had at least 7 consecutive days in Neonatal Care with the first 28 days of adoption placement, complete the Notification of Neonatal Care Leave Form in accordance with the Neonatal Care Guidance.	Neonatal Care Leave Form to be submitted to People Services as soon as notified by employee.	
Keeping in Touch Days - inform AskHR of any KIT days completed.	Once the employee has carried out a keeping in touch day, email the People Services confirming the date the employee undertook their keeping in touch day and the number of hours completed. Managers are responsible for keeping a record of how many keeping in touch days an employee has undertaken to ensure they do not work more than the maximum of 10 days	

<p>If employee advised Line Manager that they wish to take a Career Break. Line Manager needs to escalate this request to their Chief Officer for consideration and decision.</p>	<p>Line Manager to escalate to Chief Officer as soon as possible. Once decision reached Line Manager to advise employee and notify People Services</p>	
<p>Ensure employee has evidence of their Right to Live and Work in the UK if it is due to expire during their adoption leave</p>	<p>Continuously required during employment with ACC. Discuss with employee prior to expiry date and notify the People Services</p>	
<p>If the post requires the employee to be a member of the Protecting Vulnerable Groups (PVG) scheme and if the employee is out with the UK for more than 3 months during their adoption leave, they will need to provide a foreign police check before returning to work</p>	<p>Manager to ensure a foreign police check is obtained as soon as they return to the UK and prior to returning to work. Foreign & Commonwealth Office website</p>	
<p>If the post requires the employee to hold professional registration e.g. Scottish Social Services Council (SSSC), Law Society for Scotland etc</p> <p>Ensure employee is aware they must to continue to pay their registration fees during adoption leave</p>	<p>As appropriate</p>	
<p>Annual Leave Line manager and employee to discuss when annual leave can be taken in line with operational requirements of the Service. Accrued leave entitlement will usually be taken at the end of the adoption leave, before returning to work</p>	<p>As soon as possible</p>	
<p>If employee is returning to work earlier than 52 weeks ensure they have completed Early Return to Work Notification form and action accordingly</p> <p>OR</p> <p>If employee is taking the full 52 weeks notify People Services.</p>	<p>Share completed form with People Services at least 8 weeks before early return date</p> <p>Notify People Services (AskHR@aberdeencity.gov.uk) as soon as possible</p>	

Line Manager to consider requests from employee if they are wishing to return on a flexible working basis (e.g. part time hours). Application must be received by Line Manager in accordance with the Flexible Working Guidance	As far in advance of their planned return date as possible and shared with People Services Please see the Council's Flexible Working Policy and Flexible Working Guidance for further information	
Check with employee that they have access to their work devices and are up to date. Check that the employees account access has not been closed	Prior to employee returning to work	
Return to Work		
Discuss how to best support the employee in returning to work i.e. Buddy/Mentor	Discussion to take place as soon as employee returns to work. Link to leave guidance	
Arrange time with employee on their first week returning to work to provide an update on any changes implemented during their adoption leave	Within first week of returning to work.	
Ensure employee is aware they will need to check their training records are up to date ie mandatory training	As soon as returning to work.	
Sign post to ABZ works where additional support is available for employees to take care of themselves, physically, emotionally, and mentally	Where applicable	