



ADOPTION LEAVE

This summary should be read together with the adoption leave guidance. If you're adopting a child, you're eligible for leave and pay.

What leave am I entitled to?

If you have worked at the Council for 26 weeks or more, you can take up to 52 weeks of Statutory Adoption Leave. This is made up of:

- 26 weeks of Ordinary Adoption Leave
- 26 weeks of Additional Adoption Leave

Only 1 person in a couple can take adoption leave. The other partner could get paternity leave instead.

You may also be entitled to shared parental leave, which is designed to give parents more flexibility when deciding how to share the care of a child during the first year.

Pay

If you pay towards National Insurance, you are entitled to Statutory Adoption Pay, which is payable for up to 39 weeks.

When does my adoption leave start?

Leave can start:

- for UK adoptions – up to 14 days before the date of placement (date the child starts living with you)
- for overseas adoptions – when the child arrives in the UK or within 28 days of this date

Notice of adoption leave

You should talk to your manager about the timing of your adoption leave as soon as possible.

You will also need to give your manager the 'matching certificate' from the adoption agency. If you can't provide this, an official letter from the adoption agency should be submitted.