

Adoption Leave Application Guidance

All pay groups, excluding Teachers

This guidance explains how to complete the adoption leave application form and identifies which sections apply to you. It should be read alongside the [Guide to Adoption Provisions](#).

Application


You should begin by completing your personal and adoption information:


- **Employee number** – this must be entered exactly as shown on your payslip
- **Expected date of placement** – this should be taken from your matching certificate issued by your adoption agency. If your expected placement date changes you must notify your Line Manager and Payroll as soon as possible and provide updated documentation.
- **Attachments:** You must upload a copy of your matching certificate to provide evidence of eligibility to leave and pay.
- **Adoption leave start date** – this is the date your adoption leave will begin and should be the first day you are absent from work, not your last working day. Adoption leave can start on the date of placement, or up to 14 days before the expected placement date.

Employee Number •

Expected Date of Placement •

You must submit evidence of your entitlement (eg Matching Certificate). Please attach this here. •

 **Add Attachments**

 Matching... (126.0 KB)

My leave will begin on (this date should not reflect your last working day) •

Contract type

Click on the drop-down arrow and select your type of contract:

- Permanent

or

- Fixed-term

Contract type •

Permanent
▼

Important information for employees on fixed-term contracts

Care must be taken when completing the application if you are employed on a fixed-term contract.

Where an employee on a fixed-term contract does not have sufficient contractual service remaining at the start of adoption leave to return to work and complete the required three-month return-to-work period, any entitlement to occupational adoption pay will be assessed in accordance with PKC Adoption Provisions.

In these circumstances, occupational half pay will not be paid during the adoption leave period, as the conditions for payment have not been met at the start of leave. Where applicable, payment will only be made at the end of the contract or following completion of the required return-to-work period, subject to the conditions of the scheme being met.

Indicating whether you intend to return to work

You will be asked whether you intend to return to work following adoption leave or not.

- If you intend to return to work, or are unsure at this stage, you should complete Option 1.
- If you do not intend to return to work, you should complete Option 2.

Return to work •

-- Select One --
▼

This is mandatory

Choosing the correct option based on service

You must select one statement based on your length of continuous service by the week you are notified of being matched with a child for adoption.

- Statement 1: less than 26 weeks' continuous service by the week you are notified of being matched
- Statement 2: at least 26 weeks' continuous service by the week you are notified of being matched
- Statement 3: at least one year's reckonable service but less than 26 weeks' continuous service with Perth and Kinross Council by the week you are notified of being matched

Each statement outlines your adoption leave and pay entitlement in line with PKC Adoption Provisions. Read the wording carefully and complete the statement that matches your circumstances.

If you are unsure which option applies to you, you should contact the People and Culture Team (Employee Support) on 01738 475555 (Option 2) before submitting your application.

20 weeks' half pay and suspense account (Statements 2 and 3 only)

If you are completing Statement 2 or 3 and meet the eligibility criteria for up to 20 weeks at half pay, you must indicate whether you want this payment to be:

- paid during adoption leave
- held in a suspense account until you have returned to work

Please indicate whether you wish to have the 20 weeks of 5/10ths pay held in a suspense account until your return to work (Option B) •

-- Select One --



The option to hold the 20 weeks' half pay in a suspense account is provided to manage the risk of repayment if you are unsure whether you will return to work after adoption leave for the required three-month return-to-work period.

You must select either Yes or No in this section. If this is left blank, your application cannot be processed.

Declaration and submission

Before submitting the form, ensure that:

- you have completed only the relevant sections
- all required boxes have been completed
- you have read and understood the declaration before submitting

Once submitted, the form will be sent to your Line Manager and the appropriate People and Culture teams for processing.