

Adoption Leave Application Guidance Teachers/Other staff on SNCT Terms and Conditions

This guidance explains how to complete the adoption leave application for employees on SNCT terms and conditions. It outlines the information required and how to select the correct leave and pay entitlement.

Full details on entitlements are set out in the [SNCT Handbook](#), which you should refer to before completing your application, as this guidance is a summary only.


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. This 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 date of placement.


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

If you are employed on a fixed-term contract, your entitlement to adoption leave and pay will depend on your continuous service and the end date of your contract.

Where a fixed-term contract ends during adoption leave:

- Occupational adoption pay will cease on the contract end date, in line with SNCT terms and conditions
- Statutory Adoption Pay (SAP) may continue, subject to eligibility

If you are unsure how this applies to your circumstances, you should contact Employee Support before submitting your application.

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

This information is used for planning purposes only and does not affect your entitlement to adoption leave or pay under SNCT terms and conditions.

Choosing the correct option based on service

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

- Statement 1: less than 26 weeks' continuous service with Perth and Kinross Council
- Statement 2: at least 26 weeks' continuous service with Perth and Kinross Council
- Statement 3: at least one year's reckonable service but less than 26 weeks' continuous service with Perth and Kinross Council

Each statement sets out adoption leave and pay entitlement under SNCT terms and conditions. You should read the wording carefully before making your selection, as this forms part of your formal declaration.

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

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.