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|  | West Lothian  Council |

**APPLICATION FOR ADOPTION LEAVE AND PAY**

**NON-TEACHING STAFF**

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| I confirm that I am the named adopter of a child and I wish to apply for Adoption Leave under the terms of the council’s Policy and Procedure on Leave for Family Care Purposes. I also confirm that I have worked for the council for a continuous period of 26 weeks prior to the week in which I was notified of being matched with the child. | | | | | | | | | | | | |
| Name: |  | | | Employee No: | |  |  |  |  |  |  |  |
| Address: | |  | | | | | | | | | | |
|  | | | | Post Code: | | | | | | | | |
| Designation: | | |  | Place of Employment: |  | | | | | | | |

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| **ADOPTION DETAILS FOR CHILDREN ADOPTED FROM WITHIN U.K.** | | | | | | |
|  | D | D | M | M | Y | Y |
| Date of Child’s Placement: |  |  |  |  |  |  |
| Date Adoption Leave to start: *(no earlier than 14 days prior to expected date of Placement)* |  |  |  |  |  |  |
| Date Adoption Leave expected to end: |  |  |  |  |  |  |
| **ADOPTION DETAILS FOR CHILDREN ADOPTED FROM OUTWITH U.K.** | | | | | | |
| Date Child entered U.K.: |  |  |  |  |  |  |
| Date Adoption Leave to start: *(no earlier than date the child enters U.K. or no later than 28 days after this date)* |  |  |  |  |  |  |
| Date Adoption Leave expected to end: |  |  |  |  |  |  |

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| **This section is only for employees with at least one year’s reckonable service** (Inclusive of 26 weeks continuous service).  (Please select ONE of the options below by placing a **✓** in the appropriate box) | | |
| I confirm I intend to return to work for a period of no less than 3 calendar months following the end of my Adoption Leave period. However in the event that I do not return, I shall refund the money paid to me in respect of the | | |
| 12 weeks period at 5/10ths pay. |  |  |
| I wish to keep my options open, and will defer the half pay scheme until I return to work. |  |  |
| I will not be returning to work. |  |  |

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| **This section is only for members of Lothian Pension Fund.**  If you decide to take a period of unpaid additional Adoption Leave you will not build up pension benefits during this time. You can elect to cover the period of pension ‘lost’ by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract. Provided that you make an election to buy the ‘lost’ pension within 30 days of ending maternity leave the cost is shared 1/3rd to you and 2/3rds to the Council.  You can receive a quote and apply to buy any ‘lost’ pension at:  <http://scotlgps2015.org/apc/?_ga=1.220510936.1396356657.1448628855> |

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| Employee Signature: | Date: |

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| Completed form, **together with Matching Certificate from Adoption Agency,** to be submitted to Line Manager no later than 7 days of being notified by adoption agency of being matched with a child. |

Line Manager to forward completed application and supporting documents **as soon as possible** to:

HR Services, Civic Centre, Howden South Road, Livingston EH54 6FF.

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>