|  |  |
| --- | --- |
|  | West Lothian Council |

**APPLICATION FOR ADOPTION LEAVE AND PAY - TEACHERS**

|  |
| --- |
| 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. |
| Name: |  | Employee No: |  |  |  |  |  |  |  |
| Address: |  |
|  | Post Code: |
| Place of Employment: |  |
| Designation: |  |

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

|  |  |
| --- | --- |
| Employee’s Signature | Date: |

|  |
| --- |
| **Pension**If you are taking a period of unpaid Ordinary or Additional Adoption Leave and you wish to continue making pension contributions during this period, you must contact the Scottish Public Pensions Agency direct to make the necessary arrangements:The Scottish Public Pensions Agency7 Tweedside Park, Galashiels TD1 3TE🕿: (01896) 893071 |

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

Head Teacher 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>