



South Tyneside Council

STARTING YOUR ADOPTION LEAVE

Please note where a couple adopt, adoption leave and pay are only available for one partner. The couple must decide which partner takes the adoption leave. The other partner may be entitled to paternity leave and pay.

Table with 2 columns: Field Name, Value. Fields include Name, Address, School, Payroll Number.

- 1. Date child is expected to be placed with me:
2. I wish to start my adoption leave on:
3. I enclose my Matching Certificate YES/NO
4. I intend to return to work after my adoption leave YES/NO (\*)
5. If you do not intend to return to work and do not wish to retain this right, please attach your letter of resignation to this form.
6. I intend to return to work after my 39 weeks paid adoption leave YES/NO
7. I will return to work on:
8. I intend to take unpaid adoption leave YES/NO

Signature: Date:

To be completed by the Head Teacher

Adoption leave start date agreed as

If full adoption leave is to be taken expected return to work date

Signature: Date:

**Copy form to: Employee & HR Services**