Please refer to the [Family Leave Policy](https://www.falkirk.gov.uk/employees/policies/family-leave.aspx) and discuss with your manager before completing this form

|  |  |
| --- | --- |
| Name |  |
| Employee Number |  |
| Contact Number |  |
| Personal Email |  |
| Job Title |  |
| Manager’s Name & Work Location |  |
| My expected date of placement is |  |
| Adoption Leave Start DateLeave may startfrom the date of the child’s placement or from a date up to 14 days before the expected date of placement. |  |

* I attach my matching certificate confirming my adoption placement
* I confirm I am the main adopter
* I also confirm that the child has been newly placed for adoption and that I am not the step-parent or the child’s existing foster carer
* I intend to return to work after Adoption Leave
* I do not intend to return to work after Adoption Leave
* I am undecided about returning to work after Adoption Leave

I currently participate in:

* Cycle to work
* Purchasing annual leave
* Childcare vouchers (CCVs)
* Shared cost AVCs (SCAVCs)

**Childcare Vouchers/SCAVCs**

If you are in the childcare voucher scheme or SCAVC scheme you need to confirm whether or not you wish to stay in or leave the scheme **before** your adoption payments are calculated. Your adoption pay is calculated within legislative timescales (the 8 week period prior to 15 weeks placement) and manual adjustments cannot be made afterwards.

If you stay in these schemes your adoption pay will be based on your salary after the salary sacrifice deduction. This means that you will receive less Occupational Adoption Pay (OAP) but you will still receive your childcare vouchers or SCAVCs.

For CCVs - During the SAP nil pay period, we will arrange for your amount to be reduced to zero and your vouchers will stop. If you decide to leave the scheme or change your voucher amount after your pay has been calculated, your OAP will still be based on the lower (salary sacrifice) salary.

For SCAVCs - During the SAP nil pay period, your deductions and SCAVC’s will stop. If you decide to leave the scheme or change your deduction amount after your pay has been calculated, your OAP will still be based on the lower (salary sacrifice) salary.

If you want to discuss your options, you should contact us no later than 28 weeks before your matching date. You should seek advice from any relevant agencies in relation to tax credit implications or ongoing childcare costs before making a decision.

I wish to:

* Stay in the CCV scheme during my OAP period
* Change my CCV value to £\_\_\_\_\_ for my OAP period
* Temporarily leave the scheme (reduce to £0) for up to 12 months from ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Stay in the SCAVC scheme during my OAP period
* Change my SCAVC value to £\_\_\_\_\_ for my OAP period

**Term time posts only**

Term time employees will require an adjustment to be made to their salary before starting adoption leave. This is to ensure you have not been under or overpaid for your holidays before starting adoption leave. The same process will be followed when returning from adoption leave. Further information is available in [Maternity Adoption and Surrogacy Leave Guidance](https://www.falkirk.gov.uk/employees/policies/docs/hr/guidelines/Maternity%2C%20Adoption%20and%20Surrogacy%20Leave%20Guidance.pdf?v=202007140945)

Signature: Date:

**This form should be returned to the HR Helpdesk at** **hrhelpdesk@falkirk.gov.uk**