

## Pre- Adoption Leave Checklist for Staff

This checklist is optional – it is intended to help to ensure that all necessary steps are taken prior to and during Adoption Leave. Employees and Managers may find it helpful to use this.

RESPONSIBILITY	ACTION	NOTES
<b>PLANNING MATERNITY LEAVE</b>		
Employee	Inform Manager about their Adoption plans at the earliest opportunity.	
Manager & employee	If employee is on a FTC / grant funded post - discuss how this will be affected – explore options available in the terms of the grant/funding with the PI / research funder.	
Employee	Complete form 'Notice of Intention to Take Adoption Leave' form and give to Manager and Human Resources within the timeframes set out in section 4 of the Adoption Policy.	
Employee	Send appropriate Notification form (and, in the case of an overseas adoption, evidence of date of child's date of entry into the UK) to Human Resources as soon as possible.	
Manager & employee	Calculate annual leave and agree dates when this will be taken (Human Resources can help with this if needed).	
Human Resources	Will confirm leave arrangements in writing.	
Employee	Familiarise yourself with family friendly policies and childcare support available through the University.	
Employee	Check the arrangements for payment of staff benefits during your leave (e.g. car parking).	
Manager & employee	Discuss work /teaching cover and handover arrangements.	
Manager & employee	Discuss arrangements for keeping in touch during maternity leave – how to contact, frequency, purpose etc.	

Manager & employee	If the employee is on probation - discuss whether this will affect the probation period.	
Employee & Manager	To request to alter your working hours/arrangements for your return, you must complete a flexible working request and discuss with your Manager	
Employee	Review your PDR and personal development plans – take stock of where you are and what your goals are, this will make it easier to refresh yourself on your return to work.	
<b>RETURNING TO WORK</b>		
Employee	<p>Notice to return – if you intend to return after 52 weeks you do not need to give any further notice.</p> <p>If you wish to return to work before 52 weeks and you have not yet notified your Manager and Human Resources of this in writing, you must provide at least 8 weeks' notice in writing to your Manager and Human Resources.</p> <p>If you wish to end your Adoption Leave before 52 weeks to take Shared Parental Leave you must provide at least 8 weeks' notice in writing to your Manager and Human Resources. <u>Please refer to the Shared Parental Leave Policy and Procedure for further guidance.</u></p>	
Employee	Consider whether you want to pay pension contributions on your return to work for any unpaid period of leave. Contact the Payroll team for advice or to make payments.	
<b>NOT RETURNING TO WORK</b>		
Employee	If you decide not to return to work you must resign giving your contractual notice in writing to your Manager and Human Resources. You will be required to repay any payments over SAP, unless you return to work for 3 months.	
Employee	If you are employed on a fixed-term contract and your employment ends during your Adoption Leave, you do not need to do anything further. Any outstanding SAP owing will be paid to you.	