Date

Name

Address

Dear Name

**Adoption Leave**

Thank you for advising us that you intend to take statutory adoption leave commencing on [date/the date your child is placed with you for adoption].

We confirm that you are eligible to take adoption leave as requested. If you wish at a later date to change the commencement date of your adoption leave, you must notify [name] no later than 28 days before your intended revised start date or 28 days before [original proposed start date], whichever is sooner, or if that is not reasonably practicable, as soon as it is reasonably practicable for you to do so.

[As you have chosen to start your adoption pay on the date the child is placed with you for adoption, please note that you should inform me of the placement date as soon as possible.]

**Adoption leave entitlement**

Your statutory adoption leave entitlement consists of 26 weeks' ordinary adoption leave followed immediately by 26 weeks' additional adoption leave. During ordinary adoption leave and additional adoption leave, all terms and conditions of your contract, except normal pay, will continue.

**Pay during adoption leave**

Instead of [salary/wages], you will be entitled to statutory adoption pay for a period of up to 39 weeks. Statutory adoption pay is payable at 90% of normal earnings for the first six weeks, following which it is payable at the rate set by the Government for the relevant tax year.

[OR

Instead of [salary/wages], you will be paid statutory adoption pay at a rate equivalent to 90% of your average weekly earnings, ie £[ ] per week, for up to 39 weeks. This is the rate payable where 90% of an employee's average weekly earnings is less than the standard rate of statutory adoption set by the Government for the relevant tax year.

OR

Although you are not entitled to receive statutory adoption pay, you may be able to receive other benefits from the Government while you are on adoption leave.]

**When your adoption leave ends**

Given the date you have chosen to start your adoption leave, your additional adoption leave will end on [date] and you will have to return to work on the first working day after this date. If you decide to return to work before the end of your additional adoption leave, you must give eight weeks' notice of the date on which you wish to return. If you do not give this notice, or give insufficient notice, we will have the right to postpone your return date for a number of days equivalent to the unexpired portion of the eight weeks' notice period, or until the end of your additional adoption leave period if that occurs earlier.

We would like to remind you that, if you decide that you do not wish to return to work at the end of your adoption leave, you must still give us proper notice of termination of your employment in accordance with your contract of employment.

**Other types of leave**

If you are jointly adopting the child, you may wish to take shared parental leave. You are able to commit to ending your adoption leave early, and to share the untaken balance of leave as shared parental leave with your partner. Further details can be obtained from [name of individual/the HR department].

If you are jointly adopting the child, your spouse, civil partner or partner may be eligible to take paternity leave. Further details can be obtained from [name of individual/the HR department].

**Keeping in touch during adoption leave**

You are eligible to work for us for up to 10 days (known as "keeping-in-touch" days) during your adoption leave without bringing your adoption leave to an end [and without loss of a week's statutory adoption pay]. For these purposes, "work" can also include training or any other activity undertaken to assist you in keeping in touch with the workplace, such as attending conferences, appraisals or team meetings.

During your period of adoption leave, we may contact you about the possibility of working keeping-in-touch days. You may also write to us to request to work keeping-in-touch days. However, you are under no obligation to agree to attend work and we are under no obligation to offer you keeping-in-touch days.

In any event, we reserve the right to maintain reasonable contact with you from time to time during your adoption leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work in your absence.

**Data protection**

We treat personal data collected while managing your adoption leave and pay in accordance with our [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/). Information about how your data is used and the basis for processing your data is provided in [our [employee privacy notice](https://www.xperthr.co.uk/policies-and-documents/employee-privacy-notice/162693/)].

**Queries or concerns**

If you have any queries or concerns, please do not hesitate to contact [me/name of individual/HR].

Yours sincerely

If you need any further information or explanation, please let me know, but in the meantime I would like to congratulate you and offer my best wishes for your parenting journey.

Yours sincerely,

**Authorised Signature**

**Job Title**