# Adoption Leave checklist for HR/ Admin department

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| Action | Date |
| When did the staff member notify you that they will be adopting? |  |
| Adoption Pack sent along with:   * Adoption Policy * Shared Parental Leave (Adoption)Policy * Paternity leave policy (for secondary adopter) * Parental leave Policy * Parental bereavement leave Policy * Flexible working Policy |  |
| Date the Line Manager guide sent along with the same policies that were sent to staff member |  |
| Have you been given a copy of the matching certificate? |  |
| Has the staff member indicated when they would like to start their adoption leave? |  |
| Does the employee have any plans to take up Shared Parental leave? If so, then what dates is the staff member planning to take as SPPL? Do you need to send a confirmation letter to their partner’s employer? |  |
| Does the staff member qualify for Statutory Adoption Pay? (If not then complete form SAP1 so that they can speak to their local authority about financial support) |  |
| Does the staff member qualify for Occupational Adoption pay? |  |
| Date adoption leave confirmation letter sent (once you have received confirmation of adoption start date) – Adoption letter to include:   * Adoption leave Start date * Adoption leave end date * Payment schedule * Information about annual leave accrual |  |
| Does the staff member wish to receive updates regarding the organisation and other staff while on adoption leave? |  |
| Date Payroll notified of adoption leave start date |  |
| Has the employee worked any KIT days during adoption leave? If so, notify payroll so payment can be made |  |
| Has the staff member submitted a flexible working application? |  |
| Date Payroll notified of adoption end date and any other changes to employment |  |