Short Adoption Leave Notification Form

Name: _____   Pay no. _____

TRENT Position name & Reference   _____

Dates for Leave (week 1)   _____

Dates for Leave (week 2)   _____

My spouse / partner is adopting a child and was given the matching certificate on: _____

My spouse / partner is adopting a child is expected to / did actually start living with us on: _____

Employee Declaration (* delete as appropriate)

My spouse / partner and I are adopting the child jointly and I want to receive Statutory Paternity Pay and / or Statutory Paternity Leave rather than Statutory Adoption Pay and / or Statutory Adoption Leave.

I declare that:-

- I am in an enduring relationship with the adopter *;
- I will be responsible for child's upbringing*;
- I will be taking time off to support the adopter, or care for the child*

Signed: _____   Date: _____

Authorised: _____   Date: _____