Declaration of eligibility for time off for adoption appointments

An employee who is notified that a child is to be placed with him or her for adoption is entitled to take time off to attend adoption appointments before the adoption takes place subject to certain criteria.

A couple who are adopting will have to decide between them which is to be the main adopter, and which is to be the secondary adopter for the purposes of taking leave. The main adopter (who will then go on to take adoption leave subject to criteria) is entitled to paid time off for up to five adoption appointments and the secondary adopter is entitled to unpaid time off for up to two adoption appointments. We will not unreasonably refuse a request for time off.

|  |  |
| --- | --- |
| Name of employee: |  |
| Department: |  |
| Date and time of appointment: |  |

**Employee Declaration**

I am the main adopter/partner of the main adopter (delete as appropriate) and I wish to take paid/unpaid time off (delete as appropriate) to attend a pre-adoption appointment which has been arranged via the adoption agency.

Employee Signature……………………………………

Date……………………………………………………….