**Letter F – for teaching staff - To acknowledge formal notification of adoption, with Matching Certificate (to be sent within 28 days of receipt of employee’s notification)**

Dear (name of employee)

Thank you for forwarding me your Matching Certificate and for completing the notification form. I am writing to confirm your expected date of return from adoption leave, and to confirm your entitlements and responsibilities under the School’s Parental Leave Policy.

Adoption Leave

As outlined in my previous letter you are entitled to 26 weeks’ ordinary adoption leave and 26 weeks’ additional adoption leave.

Beginning your adoption leave

You have informed me that you would like your adoption leave to begin on *[insert start date].* If you want to change the date on which your leave starts, you should give 28 days’ notice if reasonably practicable.

Returning from adoption leave

Given your chosen start date of *[insert date]*, your adoption leave will end on *[insert date].* Unless you write to me to change your date of return, I will therefore expect you back to work on *[insert date].*

If you decide to return to work before *[insert date],* you must give me at least 21 days’ notice. However, I would be grateful if you would give me as much notice as possible, so that I may plan staffing arrangements.

If you find you do not wish to return to work following your adoption leave, you must give the notice of termination required by your contract of employment. Please note, however, that you will be required to repay any occupational adoption pay if you do not return to employment for at least 13 weeks based on your previous working pattern.

Adoption Pay

Based on your continuous service and the date you expect your child to be placed with you, your entitlement is as follows: *[delete as appropriate]*

Situation 1

You have less than 26 weeks’ continuous service by 15th week before EWC and less than one year’s continuous Local Government service at 11th week before EWC (*delete if appropriate :* and earn below the lower earnings limit)

You are not eligible for Statutory Adoption Pay or Occupational Adoption Pay. However, you may be entitled to other benefits, and should contact your local Jobcentre Plus or Benefits office for more information

Situation 2

You have less than 26 weeks’ continuous service by 15th week before, but one year’s continuous Local Government service or more at 11th week before EWC.

You are not eligible for SAP, as you do not have enough continuous service. However, you are eligible for Occupational Adoption Pay as you have sufficient continuous service with related employers. However, you may be entitled to other benefits, and should contact your local Jobcentre Plus or Benefits office for more information

Occupational Adoption Pay provides full pay for the first 4 weeks of adoption leave, followed by 2 weeks at 90% of a week’s pay (both offset against any other statutory payments received) followed by 12 weeks half pay for weeks 7-18.

The amount of your adoption pay will be notified to you by our payroll provider.

You may choose how you would like the 12 weeks’ half-pay to be paid to you or the amount in full when you return to work after the adoption leave period. This should be agreed before you begin your leave.

Situation 3

You have more than 26 weeks’ continuous service by 15th week before EWC but less than one year’s continuous Local Government service at 11th week before EWC and earn above the lower earnings limit.

You are eligible for 39 weeks’ Statutory Adoption Pay. For the first 6 weeks this will be paid at 90% of your average week’s pay, and for the following 33 weeks at the standard rate of SAP. For details on the current weekly rate of SAP please refer to the Inland Revenue website ([www.hrmc.gov.uk](http://www.hrmc.gov.uk)) or contact our payroll provider.

The amount of your adoption pay will be notified to you by our payroll provider in due course.

Situation 4

You have more than 26 weeks’ continuous service by 15th week before EWC, and one year’s continuous Local Government service or more at 11th week before EWC and earn above the lower earnings limit

You are eligible for 39 weeks’ Statutory Adoption Pay plus Occupational Adoption Pay. Occupational Adoption Pay provides full pay for the first 4 weeks of adoption leave, followed by 2 weeks at 90% of a week’s pay (both offset against made by way of SAP) followed by 12 weeks half pay for weeks 7-18. During weeks 19-39, payment will be your entitlement to SAP.

You may choose how you would like the 12 weeks’ half-pay OAP to be paid to you i.e. paid the amount in full when you return to work after your adoption leave period. This should be agreed before you begin your leave.

Your adoption pay will be notified to you by your payroll provider.

Situation 5

You have more than 26 weeks’ continuous service by 15th week before, and one year’s continuous Local Government service or more at 11th week before EWC and earn below the lower earnings limit.

You are not eligible for Statutory Adoption Pay, as you earn below the lower earnings limit. However, you are eligible for Occupational Adoption Pay as you have one year or more continuous service at the 11th week before your EWC. However, you may be entitled to other benefits, and should contact your local Jobcentre Plus or Benefits office for more information

Occupational Adoption Pay provides full pay for the first 4 weeks of adoption leave, followed by 2 weeks at 90% of a week’s pay (both offset against any other statutory payments received) followed by 12 weeks half pay for weeks 7-18.

The amount of your occupational adoption pay will be notified to you by our payroll provider.

You may choose how you would like the 12 weeks’ half-pay OAP to be paid to you or the amount in full when you return to work after the adoption leave period. This should be agreed before you begin your leave.

If you are currently participating in a salary sacrifice scheme, please note that deductions will affect the calculation of earnings based statutory adoption pay you receive while on adoption leave. In addition, you will still be responsible for payments due during adoption leave, however salary deductions cannot be made during periods of flat rate SMP or nil pay. See the FAQs for the relevant scheme via the [Everybody Benefits page](http://nyccintranet/content/everybody-benefits).

Keeping in touch days and reasonable contact

Adoption regulations provide an option of up to 10 Keeping in Touch Days during the adoption leave period. A Keeping in Touch Day can comprise of hours, a session or a full contractual day. Each one attended will be counted as a whole day but you will only be paid for the hours actually worked. This work done will be paid at your hourly contractual rate and will be offset against any parental pay due.

Where it is mutually agreed by both you and I, you can work and be paid and you will not lose your adoption benefits or bring the adoption leave to an end. The KIT days can also be used to attend work related training events.

Both you and I should agree before the start of your adoption leave what kind of contact will be kept during the leave period. The reasons for contact could include:

* We may need to contact you to let you know about any changes happening in the workplace
* Any opportunities that arise to attend work related training or keeping in touch days.
* Where courtesy contact will be made just prior to the agreed date of return to confirm and plan return arrangements.

Please find attached a copy of the School’s Parental Leave Policy. The Policy contains important information about your entitlements and responsibilities, and you are requested to read it carefully. If you require any clarification or additional information, please do not hesitate to contact me.

Yours sincerely

Headteacher