

## **Adoption Leave Form**

<b>Title</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Job Title</b>	
<b>School:</b>	
<b>Home Address</b>	
<b>Tel Number (Work)</b>	
<b>Tel Number (Home)</b>	
<p><b>Have you attached a copy of your matching certificate and/or letter from the adoption agency to this form?</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No – please note your application will not be processed without this.</p>	
<p><b>According to your matching certificate and/or letter from the adoption agency, what is your expected date of placement?</b></p> <p><b>Date</b>.....</p>	
<b>Return to work date:</b>	
<p><b>I believe I qualify for:</b></p> <p><input type="checkbox"/> SMP</p> <p><input type="checkbox"/> The School/Council Scheme</p> <p><input type="checkbox"/> Both</p> <p><input type="checkbox"/> Neither</p>	

Please ask payroll to confirm my entitlement as soon as possible.

<b>Your signature:</b>	
<b>Manager/Head of School signature:</b>	
<b>Date:</b>	