**PATERNITY LEAVE (Adoption) AND PAY CLAIM FORM self-certificate (PL/2022)**

Please complete and return to the Headteacher no later than 7 days after the notification of the adoptive match was given to the main adopter by the adoption agency and at least 28 days before you wish any payment of statutory paternity pay to begin (or as soon as possible where this is not reasonably practicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Employee Number (found on your payslip): |  |

|  |  |
| --- | --- |
| School/Academy  |  |
| Home Address |  |
| Position  |  |
| Date commenced continuous employment with the Employer  |  |
| Date commenced continuous employment (if the Employer is different from above) |  |

|  |  |
| --- | --- |
| Date child is was matched by the adoption agency: |  |

|  |  |
| --- | --- |
| Date child is expected to be placed: |  |

|  |  |
| --- | --- |
| Date I would like to start my paternity leave & SPP to start on: (a date no more than 14 days before the child is expected to be placed for adoption and no later than the expected placement date) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I want to be away from work for (tick 1 box) |  1 week |  |  2 weeks |  |

**Complete either section 1 or 2 below**

**Section 1** - if you are able to tick **all 4 boxes** below, you can take 1 week’s leave (average pay) and choose to take one further week’s leave (Statutory Paternity Pay)

I declare that:

* I am: - married to the main adopter, or

- living with the main adopter in an enduring family relationship,

 but not an immediate relative (e.g. a nominated carer)

* I have or will have responsibility for the child’s upbringing
* I will take time off work to support the main adopter or care for the child
* I have been employed continuously by the Employer for

at least 26 weeks by the end of the week in which the child's adopter is

formally notified by an approved adoption agency that they have been

matched with a child for adoption.

***If you are unable to tick all 4 boxes, go to section 2 below***

**Section 2** - if you can tick either box, you are eligible for only 1 week’s leave (average pay).

* I am the main adopter’s spouse partner, but did not have 26 weeks

continuous employment by the by the end of the week in which the child's

adopter is formally notified by an approved adoption agency that they have

been matched with a child for adoption.

* I am the nominated carer of the main adopter.

*If nominated carer, please explain your relationship with the main adopter and the reason for being the “primary provider” of support to them:*

|  |
| --- |
| I confirm that the main adopter has been entitled to one or more of the following:Statutory Adoption Leave and Statutory Adoption Pay.I confirm that I have not, nor do I intend to take any Shared Parental Leave to taking Paternity Leave in respect of this adoption.In making this claim I agree that if for any reason the monies paid to me with respect to paternity pay are in excess of what is due to me under the terms and conditions of employment, I shall refund the excess to~~.~~my employer. |
| Signed |  | Date: ……………………… |
| Daytime Telephone Number |  |
| Work Location |  |