

## **Adopters' Model Notices and Declarations**

**Note:** *The Adopter's Model Notices and Declarations are used to confirm that the Adopter and/or the Adopter's Partner are eligible for, and intend to take, Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP). The Adopter needs to provide the information contained in the Model Notices and Declarations (Adoptive Parents) to her/his employer at least 8 weeks before the start of any period of SPL or ShPP the Adopter and/or the Adopter's Partner plans to take.*

## Section 1: Adopter's 'Notice of Entitlement and Intention'

### Notice to Adopter's employer

Please accept this as notice that I am eligible for Adoption Leave (AL) and/or Statutory Adoption Pay (SAP) and intend to end my adoption entitlement early (i.e. take less than 52 weeks of AL and/or less than 39 weeks of SAP) to enable me and/or the other adoptive parent (i.e. the Adopter's Partner) to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).

### 1A: You and your family:

#### About you (the Adopter):

Surname:	National Insurance Number (please state explicitly if you do not have a National Insurance Number):
First name(s):	Address:

#### About the other adoptive parent (the Adopter's Partner):

Surname:	National Insurance Number (please state explicitly if they do not have a National Insurance Number):
First name(s):	Address:

#### About the child:

Date you were notified of a match with	Expected date of placement (if the child has
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the child:	not yet joined the family):	
Date of placement (if the child has already joined the family):	<p><b>Note:</b> If the child has not been placed with the family for adoption at the time you give your employer 'Notice of Entitlement and Intention', you must provide this information as soon as reasonably practicable following placement and before you take any SPL and/or ShPP.</p>	
<p><b>1B: Entitlement to Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP):</b></p>		
<p><b>About your adoption entitlement:</b></p>		
Date Adoption Leave (AL) will start/started (if applicable):		
Date you will return/returned to work or will end/ended your AL (if applicable):		
<p><b>Note:</b> You can either end your AL by returning to work or by giving your employer an 'Adoption Leave Curtailment Notice' (see: Section 5). This must specify a date (of your choice) that your AL will end on.</p>		
Number of weeks of AL left at the date your AL will end/ended (if applicable):		
Date Statutory Adoption Pay (SAP) will start/started (if applicable):		
Date you will end your SAP (if applicable):		
<p><b>Note:</b> You will need to give your employer an 'Adoption Pay Curtailment Notice' to end your SAP, even if you have already returned to work (see: Section 5). This must specify a date (of your choice) that your SAP will end on.</p>		
Number of weeks of SAP remaining at the date your SAP will end/ended (if applicable):		
<p><b>About your entitlement to Shared Parental Leave (SPL):</b></p>		
Weeks of SPL 'created' (if applicable):		

<p><b>Note:</b> This is 52 weeks less the number of weeks of AL you will have taken by the date you end your AL (i.e. the date you return to work or the date you specify in your 'Adoption Leave Curtailment Notice' (see: Section 5). If you are not eligible for AL this will be 52 weeks less the number of weeks of SAP you will have taken when your SAP ends<sup>3</sup> (i.e. the date you specify in your 'Adoption Pay Curtailment Notice'.</p>										
<p>Number of weeks of SPL you (the Adopter) intend to take (if any):</p>										
<p>Number of weeks of SPL the other adoptive parent (the Adopter's Partner) intends to take (if any):</p>										
<p><b>1C: Non-binding indication of when you (the Adopter) plan to take Shared Parental Leave (SPL)</b></p>										
<p>At the date of the 'Notice of Entitlement and Intention' I intend to take SPL between the following dates:</p> <table border="1"> <thead> <tr> <th>SPL Start Date</th> <th>SPL End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			SPL Start Date	SPL End Date						
SPL Start Date	SPL End Date									
<p><b>Note:</b> You need to give your employer a 'Period of Leave Notice' to 'book' the SPL that you intend to take. You can do this now if you have already firmed up your leave dates (see: Section 4).</p>										
<p><b>About your entitlement to Statutory Shared Parental Pay (ShPP):</b></p>										
<p>Weeks of ShPP 'created' (if applicable):</p>										
<p><b>Note:</b> This is 39 weeks less the number of weeks of SAP you will have taken by the date you end your SAP (i.e. the date you specify in your 'Adoption Pay Curtailment Notice' (see: Section 5).</p>										
<p>Number of weeks of ShPP you intend to take (if any):</p>										

<sup>3</sup> If the Adopter isn't eligible for AL s/he can 'create' Shared Parental Leave (SPL) as well as Statutory Shared Parental Pay (ShPP) for the Adopter's Partner to take by committing to end her/his SAP early (i.e. take less than 39 weeks of SAP). The Adopter does this by giving their employer an 'Adoption Pay Curtailment Notice' which must be accompanied by Notice of Entitlement and Intention.

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Number of weeks of ShPP the other adoptive parent (the Adopter's Partner) intends to take (if any):	

## Section 2: Adopter's Declaration to her/his Employer

**Note:** You will either need to complete Section 2A or Section 2B (do not complete both sections). You should only tick or electronically check the box in the right hand column if the statement is correct.

### 2A: Adopter is eligible for and intends to take Shared Parental Leave (SPL) and/or claim Statutory Shared Parental Pay (ShPP)

I am giving notice that I am entitled to and intend to take SPL and/or claim ShPP (delete as appropriate).

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I am the Adopter and at the date of the child's placement with the family I was (or will be) the Adopter's Partner's: spouse; civil partner; or a partner living with the Adopter's Partner and the child in an enduring family relationship.

I had (or will have) the main responsibility for the care of the child at the time of the child's placement with the family (along with the Adopter's Partner who has made the Declaration in Section 3).

☐

I am eligible for and intend to take SPL.

☐

**Note:** Please refer to the [Eligibility Checklist \(Adoptive Parents\)](#) on Gov.UK and ensure that you are eligible for SPL and comply with all of the conditions that an adoptive parent needs to meet in order to take SPL.

I am eligible for and intend to claim ShPP

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**Note:** Please refer to the [Eligibility Checklist \(Adoptive Parents\)](#) on Gov.UK and ensure that you are eligible for ShPP and comply with all of the conditions that an adoptive parent needs to meet in order to claim ShPP.

I will be caring for the child during the weeks that I am on SPL.

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I will be caring for the child during the weeks in which I claim ShPP.

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I will provide the additional evidence that my employer is permitted to ask for within 14 days of the date of this notice (on request).

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**Note:** See: [Supplementary Evidence that may be requested by an Employer.](#)

I will inform my employer immediately if my circumstances change and I cease to care for the child.

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I will inform my employer immediately if I withdraw or change my 'Adoption Leave Curtailment Notice' and/or my 'Adoption Pay Curtailment Notice' (see: Section 5).	<input type="checkbox"/>
I will inform my employer immediately if I cease to be eligible for SPL and/or ShPP for some other reason.	<input type="checkbox"/>
<b>2B: Adopter does not intend to take Shared Parental Leave (SPL) and/or claim Statutory Shared Parental Pay (ShPP)</b>	
<p><b>Note:</b> <i>If you are not eligible for and/or not intending to take any SPL and/or claim ShPP but the other adoptive parent (the Adopter's Partner) is, you should confirm the following:</i></p> <ul style="list-style-type: none"> <li>I am either not entitled to SPL and/or ShPP or I do not intend to take SPL and/or ShPP.</li> <li>I declare that the other adoptive parent (the Adopter's Partner) has given Notice of Entitlement and Intention to their employer.</li> <li>I consent to the Adopter's Partner's claim for SPL and/or ShPP.</li> </ul>	<input type="checkbox"/>
<p><b><u>Notice to Adopter's employer:</u></b></p> <p>Please accept this as confirmation that either myself and/or the other adoptive parent (the Adopter's Partner) is eligible for and intends to take Shared Parental Leave (SPL) and/or claim Statutory Shared Parental Pay (ShPP).</p> <p>I confirm that all of the information provided in my 'Notice of Entitlement and Intention' (Section 1) and in the Adopter's Declaration (Section 2) is correct.</p> <p>Adopter's signature: .....</p> <p>Date: .....</p>	
<p><b>Section 3: Adopter's Partner's Declaration to Adopter's Employer</b></p> <p><b>Note:</b> <i>You should only tick or electronically check the box in the right hand column if the statement is correct.</i></p>	
I had (or will have) the main responsibility for the care of the child at the time of child's placement with the family (along with the Adopter who has made the	<input type="checkbox"/>

Declaration in Section 2).	
I am the child's other adoptive parent (the Adopter's Partner) and at the date of the child's placement for adoption I was (or will be) the Adopter's: spouse; civil partner; or a partner living with the Adopter and the child in an enduring family relationship.	<input type="checkbox"/>
I have read and comply with the conditions that apply to the Adopter's Partner where the Adopter is giving Notice of Entitlement and Intention to their employer.	<input type="checkbox"/>
<b>Note:</b> Please refer to the <a href="#">Eligibility Checklists (Adoptive Parents)</a> on Gov.UK and ensure that you meet the conditions that apply to the Adopter's Partner where the Adopter plans to take SPL and/or claim ShPP.	
I consent to the Adopter taking the period or periods of SPL and/or ShPP (delete if not applicable) that s/he has indicated in Section 1B.	<input type="checkbox"/>
I confirm that I am eligible for and plan to take the period or periods of SPL and/or ShPP (delete if not applicable) that s/he has indicated in Section 1B.	
I confirm that the information provided in the 'Notice of Entitlement and Intention' and in the Adopter's Partner's Declaration is correct	<input type="checkbox"/>
I consent to the Adopter's employer processing the information about me provided in the Adopter's 'Notice of Entitlement and Intention' (Section 1) and in the Adopter's Partner's Declaration (Section 3).	<input type="checkbox"/>
<p><b><u>Notice to Adopter's employer:</u></b></p> <p>I confirm that all of the information provided in the Adopter's Partner's Declaration in Section 3 is correct.</p> <p>Adopter's Partner's signature: .....</p> <p>Date: .....</p>	



## Section 4: 'Period of Leave Notice'(s)

**Note:** Each adoptive parent who is entitled to, and plans to take, Shared Parental Leave (SPL) is able to give their employer up to 3 'Period of Leave Notices'. If you (the Adopter) are planning to take SPL you must give your employer at least 8 weeks' notice before being off work on the period or periods of SPL referred to in your 'Period of Leave Notice'(s). You can change your mind about your dates for SPL but any notice to vary or cancel SPL already 'booked' will count towards your cap of 3 'Period of Leave Notices'.

### 'Period of Leave Notice' 1

Start date for SPL	End date for SPL
<b><u>Notice to employer:</u></b>  Please treat this as binding notice to take Shared Parental Leave on the dates specified above.	

### 'Period of Leave Notice' 2

Start date for SPL	End date for SPL
<b><u>Notice to employer:</u></b>  Please treat this as binding notice to take Shared Parental Leave on the dates specified above.	

### 'Period of Leave Notice' 3

Start date for SPL	End date for SPL
<b><u>Notice to employer:</u></b>  Please treat this as binding notice to take Shared Parental Leave on the dates specified above.	

## Section 5: Adopter's Notice to Curtail Adoption Entitlement

**Note:** You should only complete Section 5 if: you are the Adopter (i.e. the adoptive parent who is eligible for Adoption Leave (AL) and/or Statutory Adoption Pay (SAP)) and if you wish to end your adoption entitlement early (i.e. take less than 52 weeks of AL and less than 39 weeks of SAP) to enable you or the other adoptive parent (i.e. the Adopter's Partner) to take Shared Parental Leave (SPL) and/or claim Statutory Shared Parental Pay (ShPP). Your AL and/or SAP will end on the date(s) you specify below. There is no need to give your employer an 'Adoption Leave Curtailment Notice' if you have already ended your AL by returning to work. An 'Adoption Pay Curtailment Notice' is required even if you have returned to work.

Adopter's name: .....

### 'Adoption Leave Curtailment Notice':

I would like my Adoption Leave to end on: (insert date) .....

I have given notice of my/the Adopter's Partner's entitlement to and intention to take SPL and/or claim ShPP in the '**Notice of Entitlement and Intention**' (Section 1).

### 'Adoption Pay Curtailment Notice':

I would like my SAP to end on: (insert date) .....

I have given notice of my/the Adopter's Partner's entitlement to and intention to take SPL and/or ShPP in the '**Notice of Entitlement and Intention**' (Section 1).

### **Notice to employer:**

Please accept this as notice to curtail my Adoption Leave (AL) and/or my Statutory Adoption Pay (SAP). I have given 'Notice of Entitlement and Intention' (Section 1) confirming that either I am and/or the other adoptive parent (the Adopter's Partner) is eligible for and intend to take Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP).

I understand that my AL will end on the date specified in my 'Adoption Leave Curtailment Notice' and/or that my SAP will end on the date specified in my 'Adoption Pay Curtailment Notice' unless I withdraw my notice to curtail my adoption entitlement or, in the unlikely event, it transpires that there is no entitlement to SPL and/or ShPP.

I confirm that the information provided in this notice is correct.

Adopter's signature: .....

Date: .....

#### Adopter's Partner's Model Notices and Declarations

**Note:** *The Model Notices and Declarations are used to confirm that the Adopter and/or the Adopter's Partner are eligible for, and intend to take, Shared Parental Leave (SPL) and/or Statutory Shared Parental Pay (ShPP). The Adopter's Partner needs to provide the information contained in the Model Notices and Declarations (Adoptive Parents) to her/his employer at least 8 weeks before the start of any period of SPL or ShPP the Adopter and/or the Adopter's Partner plans to take.*