

SUMMARY

ADOPTION TIMELINE

NOTIFICATION OF MATCH



Notify your line manager **within 7 days** of the date of being matched with a child

To qualify for paid Adoption Leave, you need to be employed continuously with the same employer for 1 year upon notification of match

7 DAYS



Line managers will:

- Take receipt of the Adoption Leave Form
- Retain a copy
- Send a copy to:
 - Central Administration Team (oracle.admin@gov.im)
 - OHR Business Partner Team
- Discuss and agree arrangements for Adoption Leave

PSC CS and **M&CW** employees must give written notice using the form to their Line Manager of their intention to take Adoption Leave at **least 28 days** in advance of adoption leave start date

ADOPTION LEAVE



Claim for Paternity Allowance to be made to General Benefits 4 weeks before the date you want the allowance to start (no earlier than 2 weeks before the child is placed with you and no later than the day after placement)

PCS CS & M&CW - Leave can start up to 14 days prior to placement and no later than the day of placement

MPTC - Submit your Application for Special Leave to your Line Manager at least 28 days before your planned start of Adoption Leave

26 WEEKS

If you are not eligible for Additional Adoption Leave, you return to work on this date

Your statutory Adoption Leave ends

52 WEEKS



Your anticipated return to work if you took Additional Adoption leave

You must return to work for at least 13 weeks to retain all of your Adoption Pay