

Adoption Informal Meeting Guide 1



This meeting guide is the first in a series to support you in conversations once a member of your team has told you that they're adopting a child. The guides are here to help you talk about Adoption Leave related matters with the colleague and to deal with any concerns they may have so they feel supported throughout the process.

There's no need to use the exact wording below, it's just a guide – so use your personal style and language. But it is really important that you ask and record answers to the questions in bold as these are about key things that need to happen in the adoption process.

You don't need to return this form to HR Services – just keep a copy.

Colleague details

Colleague name	
Business/Location	
Job title	
Date of meeting	

Adoption appointments

Do you have any appointments coming up in relation to your adoption? Yes / No

[IF YES] How do you think these might impact your work?

- Record details of any adoption appointments and arrangements for covering work where required.

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Remember: All colleagues who are adopting a child, regardless of how long they've worked here or how many hours they work, are entitled to paid time off to attend five adoption appointments. Wherever possible these appointments should be arranged at the beginning or the end of the day, or on days that the colleague doesn't normally work, so they don't impact the business too much.

Adoption Leave

Do you know yet when you're intending to start your Adoption Leave? Yes / No

Start date (if known) _____

Remember: The colleague can start their Adoption Leave on any day of the week either during the week that their child's placed with them, or up to 14 days before the placement.

Holidays

How many holidays will you have left before starting your Adoption Leave?

➤ Record number of remaining holidays

How do you want to take these holidays? Before/After Adoption Leave

➤ Record any agreed arrangements

You'll continue to accrue holiday during your Adoption Leave.

How do you want to take these holidays? Before/After Adoption Leave

➤ Record any agreed arrangements

Return date

Do you know the date that you would like to return to work? Yes / No

Date (if known): _____

Remember: HR Services will assume that the colleague will be taking the maximum 52 weeks' leave unless they're told otherwise. If the colleague informs you they want to return before the end of their leave entitlement, you need to let HR Services know.

Remind the colleague if they change their mind and want to return earlier (either than the agreed date or the end of their Adoption Leave entitlement), they'll need to give you eight weeks' notice. If they don't you should do your best to accommodate their request, but it might not be possible.

Colleague questions

Do you have any questions or concerns at this stage?

➤ Record any questions and update with the answers given.

Questions	Answers

Employee Assistance Programme

Remember we have an [Employee Assistance Programme](#) (EAP) who can provide colleagues with support. They can contact the EAP on 0800 069 8854. It's independent and totally confidential. And there's no charge for Co-op colleagues.

Further review meetings

- It's good to arrange regular review meetings with the colleague, so you can provide ongoing support and make sure that all required forms are completed at the right time. You'll be emailed meeting guides for these meetings by HR Services at the appropriate times.

Date of next review meeting:

Meeting 2 Date _____