

## Telling your employer

If you're eligible for adoption leave and pay, you must tell your employer you're adopting.

If you're in a couple, only one of you can get adoption leave and pay. You should decide between yourselves who will get it.

You must tell your employer within 7 days of either:

- being matched with a child for adoption
- your adoption placement being confirmed, if you're fostering a child permanently and becoming their legal parent ('fostering to adopt')

If you're not able to tell them within 7 days, you must tell them as soon as you can.

It's a good idea to give your employer the information at least 28 days before the date you want your adoption pay to start.

## What you must tell them

You must tell your employer:

- the date the child will be placed with you
- when you want your leave to start

It's a good idea to provide this information in writing.

## How your employer must respond

After you've told your employer, they must:

- reply in writing
- reply within 28 days
- confirm the date your adoption leave will run to

## Telling your employer sooner

You can tell your employer sooner if you wish. Having an early and informal conversation can:

- be a good opportunity for you and your employer to talk about when you'd prefer to take leave
- help your employer plan for your leave

Your employer might also offer you support and you could discuss your flexible working options with them. [Find out how to make a flexible working request.](#)

## Time off for appointments

If you're eligible for adoption leave, you have the right to paid time off work for 5 adoption appointments after you've been matched with a child. This right is only for appointments the adoption agency has arranged or asked for.

If you're in a couple, only the person who is taking adoption leave has the right to paid time off.

The partner who is not taking adoption leave has the right to unpaid time off work for 2 adoption appointments.

You're entitled to take up to 6.5 hours for each appointment. This time includes travel to and from the appointment.

You'll need to show your employer an appointment card or other proof if they ask for it.

If you need time off for other appointments, talk to your employer. For example to:

- check if your employer has any special leave policies that would apply
- make a one-off arrangement

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