**Adoption Leave – Standard Operating Procedure**

**Part 1 – Employee Self Service**

Please ensure that all fields are fully completed before submitting.

Navigate to **NHSS \*Employee\* Self Service** on the left hand side of the screen

*(Variations* ***NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)***

1. Click  to expand the folder and click **Adoption Leave**

2. Click **Add** for a new recordor **Update** to amend existing record

3. Enter the following information, using the date fields;

**a. Date of Matching**

**b. Week of Matching,** you must choose Sunday before expected date of matching.

**c. Actual Leaving/ Adoption Start Date**

**d. Date of Return from Adoption Leave**

4. Click **Apply**

5. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

6. You can attach a scanned copy of your adoption certificate by:

**a**. Click **Add** under additional information

**b.** Enter **Title** and **Description**

**c.** Select **file type** (File, URL or Text)

**d.** Select **Browse**

**e.** Choose document from selected location

**f.** Select **Apply**

*Please ensure that you provide your manager with the original copy of the adoption certificate to be retained in your personal file.*

9. Review changes and click **Submit** (this will send a notification to the appropriate manager for approval)

10. Click **Home** to return to your home page.

11. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to your line manager for approval. You can also view the request status under **Actions Awaiting Your Attention**.

An Adoption Leave record will now be created and viewable via self service once the transaction has been approved by both the appropriate manager and HR.

**Part 2 – Manager Self Service**

The record requires to be requires to be completed via manager self service for any employees who do not have access to eESS or to add further information (date matching certificate received or date of return from adoption leave).

Please ensure that all fields are fully completed before submitting.

Navigate to **NHSS \*Manager\* Self Service**

*(Variations* ***NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)***

1. Click  to expand the folder and click **Adoption Leave**

2. Select employee from hierarchy to whom transaction applies and click **Action **

3. Click **Add** or **Update –** *some information may already have been populated by employee using employee self service. If a paternity record already exists then select* ***Update****. If you are creating a record on behalf of the employee select* ***Add***

4. Enter the following information (if not already completed), using the date fields;

a. **Date of Matching**

b. **Week of Matching,** you must choose Sunday before expected date of matching. This auto-populates:

1. **Service Date 26 Weeks Prior to Date of Matching**
2. **Service Date 52 Weeks Prior to Date of Matching**

c. **Date Matching Certificate Received**

d. **Actual Leaving/ Adoption Start Date.** This auto populates:

1. **Last Week of Full NHS Pay (Week 8)**
2. **Last Week of SAP (Week 39)**
3. **Last Week of Unpaid Leave (Week 52)**

e. **Date of Return from Adoption Leave**

d. **Date Application for Adoption Leave/Pay Received** (leave blank)

f. **Change Form Received** (leave blank)

5. Click **Apply**,

6. Click **Next** if all fields have fully been completed (if you require further information you can ‘save for later)’.

7. You can attach a scanned copy of the MATB1 form by:

a. Click **Add** under additional information

b. Enter **Title** and **Description**

c. **Select** file type (File, URL or Text)

d. Select **Browse**

e. Choose document from selected location

8. Select **Apply**

9. Click **Submit**, changes will be sent for HR Support and Advice Unit for approval

10. Click **Home**

11. A notification will now appear in your work list (right hand side of your home page) confirming the request has been sent to HR Support and Advice Unit for approval. You can also view the request status under **Actions Awaiting Your Attention**.

12. Please ensure that you also update SSTS with the requested dates for adoption leave.