

Family Leave Checklist — UK

This document points you to checklist of actions related to your leave. Please check the different scenarios below and select the one that best fits your situation.

Maternity Leave

	Actions Checklist
<p><i>I am pregnant and would like to apply for Maternity Leave</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> On becoming pregnant, you should notify your line manager and the Employee Resource Center (ERC) as soon as possible, so that necessary health and safety considerations are made. <input type="checkbox"/> Complete the New & Expectant Mother's Risk Assessment form with your manager, once completed, please send the completed form to the ERC. <input type="checkbox"/> Use the maternity planner to work out the earliest date your maternity leave can start. <input type="checkbox"/> At the earliest opportunity, but no later than the end of the 24th week of pregnancy, write to the ERC and submit the MAT B1 form¹. <input type="checkbox"/> Plan the dates of your leave using the Family Leave Calculator and return it to the ERC. <input type="checkbox"/> The ERC will approve your request and update Workday with the dates of your leave at least 6 weeks before the expected due date. <input type="checkbox"/> Verify your leave dates in Workday and let the ERC know in case there is something not matching your requests. <input type="checkbox"/> A schedule of payments for the period of your leave will be provided by the payroll team as soon as your leave dates are approved by the ERC. <input type="checkbox"/> Make your manager aware of any ante-natal or specialist appointments. Please book appointments outside of work hours where possible or arrange them as close to the start/end of the working day as possible. <input type="checkbox"/> Make your manager or the ERC aware immediately of any issues, concerns or difficulties you may be experiencing in relation to working whilst pregnant. <input type="checkbox"/> Once the baby is born, you may want to enroll them in your medical plan within 30 days of the birth or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits. <input type="checkbox"/> If you wish to change your maternity leave start or return dates you must provide a minimum of 28 days written notice to both your line manager and the ERC. <input type="checkbox"/> Should you wish to stay in touch with the business during your leave, remember to use your 10 Keep-in-touch Days.

¹The MAT B1 form is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor's name and address or the midwife's name and registration number on it. This is usually provided after 20 weeks of pregnancy.

<p><i>I will adopt a child and I will be the primary adopter of the baby</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use the planner to work out the dates for your adoption leave. <input type="checkbox"/> Plan the dates of your leave using the Family Leave Calculator. <input type="checkbox"/> Within 7 days of being matched with a child provide the ERC with: <ul style="list-style-type: none"> ▪ the completed Family Leave Calculator ▪ the 'date of placement' - the date the child is placed with you ▪ The form SC6 if you're adopting from overseas with a partner <input type="checkbox"/> Provide the ERC proof of adoption. Proof can be a letter from your adoption agency or the matching certificate and must show: <ul style="list-style-type: none"> ▪ employee name and address and that of the agency ▪ the match date - e.g. the matching certificate ▪ the date of placement - e.g. a letter from the agency ▪ the relevant UK authority's 'official notification' confirming you're allowed to adopt (overseas adoptions only) ▪ the date the child arrived in the UK - e.g. plane ticket (overseas adoptions only) <input type="checkbox"/> The ERC will approve your request and will update Workday with the dates of your leave. <input type="checkbox"/> Verify the leave in Workday and let the ERC know in case there is something not matching your requests. <input type="checkbox"/> Make your manager aware of any appointments in relation to your placement for adoption. <input type="checkbox"/> Once you are matched with the child, you may want to enroll them in your medical plan within 30 days of the placement date or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits. <input type="checkbox"/> If you wish to change your adoption leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC. <input type="checkbox"/> Should you wish to stay in touch with the business during your leave, remember to use your 10 Keep-in-touch Days.
<p><i>I will use a surrogate to have a baby, and I will be the primary caregiver of the baby</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify your line manager and the ERC of the due date and when you want to start your leave at least 15 weeks before the expected week of birth. <input type="checkbox"/> Use the planner to work out the earliest date your adoption leave can start. <input type="checkbox"/> Plan the dates of your leave using the Family Leave Calculator and return it to the ERC. <input type="checkbox"/> Provide the ERC proof of surrogacy that must show: <ul style="list-style-type: none"> • employee name and address and that of the agency • the expected due date <input type="checkbox"/> The ERC will approve your request and update Workday with the dates of your leave at least 6 weeks before the expected due date. <input type="checkbox"/> Verify your leave dates in Workday and let the ERC know in case there is something not matching your requests. <input type="checkbox"/> A schedule of payments for the period of your leave will be provided by the payroll team as soon as your leave dates are approved by the ERC. <input type="checkbox"/> Once the baby is born, you may want to enroll them in your medical plan within 30 days of the birth or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on MyAdobeBenefits. <input type="checkbox"/> If you wish to change your adoption leave start or return dates you must provide a minimum of 28 days written notice to both your line manager and the ERC. <input type="checkbox"/> Should you wish to stay in touch with the business during your leave, remember to use your 10 Keep-in-touch Days.

Partner Leave

	Action Checklist
<i>I will become a father (my partner is pregnant)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify your line manager and the ERC about your growing family at least 15 weeks before the week the baby is expected. <input type="checkbox"/> Plan the dates of your leave using the Family Leave Calculator and return it to the ERC. <input type="checkbox"/> Provide MAT B1 form and SC3 form corresponding to statutory paternity leave to the ERC. <input type="checkbox"/> Request Leave in Workday. <input type="checkbox"/> In case the date of birth of the child is different than the due date, please inform the ERC of the new dates of your leave so they can update leave dates in Workday accordingly <input type="checkbox"/> Once the child arrives, you may want to enroll them in your medical plan within 30 days of the arrival or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits. <input type="checkbox"/> If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC.
<i>I will become a parent (my partner is primary adopter /caregiver)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify your line manager and the ERC about your growing family as soon as possible. <input type="checkbox"/> Provide SC4 form to the Employee Resource Center (ERC) at least 28 days before the start of your leave. For overseas adoptions the form and notice period is different and is explained on SC5 form. <input type="checkbox"/> Plan the dates of your leave using the Family Leave Calculator and return it to the ERC. <input type="checkbox"/> Provide the ERC proof of adoption. Proof can be a letter from your adoption agency or the matching certificate and must show: <ul style="list-style-type: none"> ▪ employee name and address and that of the agency ▪ the match date - e.g. the matching certificate ▪ the date of placement - e.g. a letter from the agency ▪ the relevant UK authority's 'official notification' confirming you're allowed to adopt (overseas adoptions only) ▪ the date the child arrived in the UK - e.g. plane ticket (overseas adoptions only) <input type="checkbox"/> Within 7 days of being matched with a child, request leave in Workday. <input type="checkbox"/> Make your manager aware of any appointments in relation to your placement for adoption. <input type="checkbox"/> Once the child is born or adopted, you may want to enroll them in your medical plan within 30 days of the birth/placement date or start looking at options for childcare and the benefits offered through Childcare Benefits. You can do so on My Adobe Benefits. <input type="checkbox"/> If you wish to change your parental leave start or return date you must provide a minimum of 28 days written notice to both your line manager and the ERC.

Unpaid Parental Leave

	Action Checklist
<i>I would like to take Unpaid Parental Leave</i>	<ul style="list-style-type: none"><input type="checkbox"/> Enter leave in Workday, providing 21 days' notice before your intended leave start date. If you are having a baby or adopting, it's 21 days before the week the baby or child is expected.<input type="checkbox"/> ERC will confirm the dates and issue a formal letter corresponding to your unpaid parental leave.

Shared Parental Leave

	Action Checklist
<i>I would like to take Shared Parental Leave</i>	<ul style="list-style-type: none"><input type="checkbox"/> Review the Family Leave Policy.<input type="checkbox"/> Complete the form include in the Shared Parental Leave Policy [PDF and forward it to the Employee Resource Centre on erc@adobe.com and your manager, at least eight weeks before the commencement of the leave<input type="checkbox"/> Provide appropriate evidence i.e. a copy of the MAT B1 form