



Royal Air Force New Parent Pack

Managing Your Surrogacy Journey and Leave

A Guide for Service Personnel

v1.0
Jul 26

The contents of this booklet are intended to simplify the procedure and entitlements of adoption leave for surrogacy arrangements and are for guidance only.

The following guidelines do not overrule policy in any way.

Please contact Air-People-PFSpt-ParentWillbg@mod.gov.uk for amendments or updates.

I am becoming a parent via a surrogate – Who can take adoption leave?

Using a surrogate to have a child is a parenting journey in its own right. The Armed Forces' Occupational Adoption Leave Scheme (AFOALS) is given to recognise the birth of a child (or children) via a surrogate and is available to Service personnel having a child on their own, or one member of a couple having a child via a surrogate together. Only one parent of a couple is eligible for Adoption Leave/Adoption Pay. The other parent may be eligible for Paternity Leave and Pay.

The provisions of the AFOALS apply only to surrogacy arrangements legally recognised in the UK. Personnel considering using a surrogate to have a child are strongly encouraged to familiarise themselves with the legal processes and guidance for intended parents and surrogates via the [gov.uk](https://www.gov.uk) website before embarking on their journey.

Eligibility – UK Surrogacy Arrangements

To qualify for adoption leave under the AFOALS for a UK surrogacy arrangement an intended parent must:

- Enter into a surrogacy arranged by means deemed legal under UK Law.
- Be the intended parent(s) and intend to apply for a Parental or Adoption Order making them the legal parent(s) of the child being born via a surrogate.
- Notify their Commanding Officer/Line Manager in writing of when they wish to take Adoption Leave (using [Digital JPA Form R008 - Application for Adoption Leave for Surrogacy](#) or [JPA Form R008](#)). The surrogates MATB1 certificate can be used as supporting evidence when completing the application. This should be no more than the 15th week before the Expected Week of Childbirth (EWC) or as soon as reasonably practical.

Please Note: There is no entitlement to adoption leave and pay if an individual enters into a private (paid for) surrogacy arrangement.

Eligibility – Overseas Surrogacy Arrangements

To qualify for adoption leave under the AFOALS when a child is born via an overseas surrogate you must:

- Have entered into a legally binding "Commercial Surrogate Agreement", with an authorised authority/agent within the country that the surrogacy will take place, and that the country is approved by the UK Government as being an Overseas Surrogacy enabler.

- Be the child's primary intended parent. This is the person who is taking adoption leave.
- Have received official notification from the relevant UK authority confirming the Surrogacy agreement has been approved by the UK court system and that it is prepared to either issue a certificate of entry for the child or that a parental order has either been applied for or issued.
- Notify your Commanding Officer/Line Manager in writing of when you wish to take Adoption Leave (using [Digital JPA Form R008 - Application for Adoption Leave for Surrogacy](#) or [JPA Form R008](#)). The surrogates MATB1 or equivalent medical certificate can be used as supporting evidence when completing the application. This should be no more than the 15th week before the Expected Week of Childbirth (EWC) or as soon as reasonably practical.

Please Note: Intended parents must also note and understand that the Foreign, Commonwealth and Development Office (FCDO) cannot intervene in private/commercial disputes or local legal processes related to overseas surrogacy. Routine consular support remains limited to general assistance as permitted by local law. SP must secure their own legal / immigration advice and contingency plans.

I am having a child via a surrogate – what do I need to do first?

When you are ready tell your line manager



You are under no obligation to inform them straight away, but the earlier you do so the sooner you can start working together to ensure that you have good lines of communication throughout your surrogacy preparations.

You must provide them with a copy of the 'Supporting Your Staff During their Surrogacy Journey and Leave – A Guide for Line Managers' booklet, which will help them help you.

Should you and your line manager be struggling to answer any questions that you have, or if you require additional support outside of your chain of command, you should contact your HR Centre or Unit HR in the first instance. If your HR Centre or Unit HR are unable to help, please email Air-People-PFSpt-ParentWillbg@mod.gov.uk including your correspondence with HR in the email trail.

Remember – This may be the first time your line manager has had to support someone through surrogacy and adoption leave. It could be as new to them as it is to you. They are there to help and support you, but you should lead on discussions including what your surrogate needs from you and your leave plans.

When you are ready tell your career manager



Let your career manager know as soon as you are ready. You may not know what you want to do about the length of leave you wish to take or future assignments at this point but having an early discussion will help them to help you with your planning.

Download MyRAF App onto your phone



MyRAF allows you access to things like leave balances and pay statements without the need to log onto MODNet. You should also check out the parenting section, where you can find this leaflet as well as other parenting resources and links.

Time off to accompany your surrogate to ante-natal appointments



You are entitled to paid time off to accompany your surrogate to up to 2 pre-natal appointments once you have told your line manager that you are having a child

via a surrogacy arrangement. This includes time spent travelling to the appointment. There is no entitlement to travel and subsistence.

Your time off is to be logged as Surrogacy Ante Natal Appointment on JPA. All you need to do is apply by submitting a Request for Absence via JPA (selecting 'Surrogacy Ante Natal Appointment' from the Absence Type drop down box) or by using **JPAR001** and sending it to your HR Centre or Unit HR once authorised by your line manager. Although permission should be granted for such requests whenever possible, there may be occasions when for Service or operational reasons permission cannot be granted. There is no entitlement to travel and subsistence when taking this leave.

Did you know? – If you are having a child via surrogate as a couple, the other intended parent is also entitled to 2 days off to attend ante natal appointments with your surrogate. If they are serving this leave is paid and is booked by submitting a Request for Absence via JPA (Surrogacy Ante Natal Appointment) or by using the form **JPAR001** (Application for Leave or other Absence Type).

If they work for another company their company policy will say if the time is either unpaid or paid.

What do I need to know about Pay, Leave and Terms of Service?

Working out your key dates



Before we talk about leave and pay, you are going to need a few key dates at your fingertips so grab a calendar.

Expected Week of Childbirth (EWC) – The first piece of information you are going to need is what your surrogate's EWC is. It begins on the Sunday before the baby's due date and ends on the Saturday after. If the due date is on a Sunday, the EWC begins on the same day.

Qualifying Week – The surrogate's qualifying week is the week that you should apply for adoption leave by, where possible. It's also the week where a surrogate may be entitled to their pay and leave for having the baby. On a calendar count back 15 weeks from the first day of the EWC and that is the qualifying week.

The date you intend to start adoption leave – You might not know when this is yet, but it will become a key date as all the calculations for the end of leave and pay are taken from this date. Your options for when you can start adoption leave are explained on the following pages.

Did you know adoption leave and pay are separate entitlements?



You will find it easier to get your head around if you think of leave and pay as separate entitlements. Adoption leave for surrogacy is a day one entitlement for employees, but to get the government statutory pay you have to have worked for a company for a set time period.

Adoption leave for a Surrogacy arrangement



It doesn't matter how long you have been serving, you can take up to 52 weeks of adoption leave if you are having a child using a surrogate.

Those 52 weeks are broken down into 2 periods:

- Ordinary Adoption Leave (OAL) is weeks 1 – 26 inclusive.
- Additional Adoption Leave (AAL) is weeks 27 – 52 inclusive.

Note – You can't stop and start adoption leave. If you return to work, you can't go back on to adoption leave. If you want to do this, then either use a KIT day or Shared Parental Leave options should be explored. There is another leaflet in this series on Shared Parental Leave.

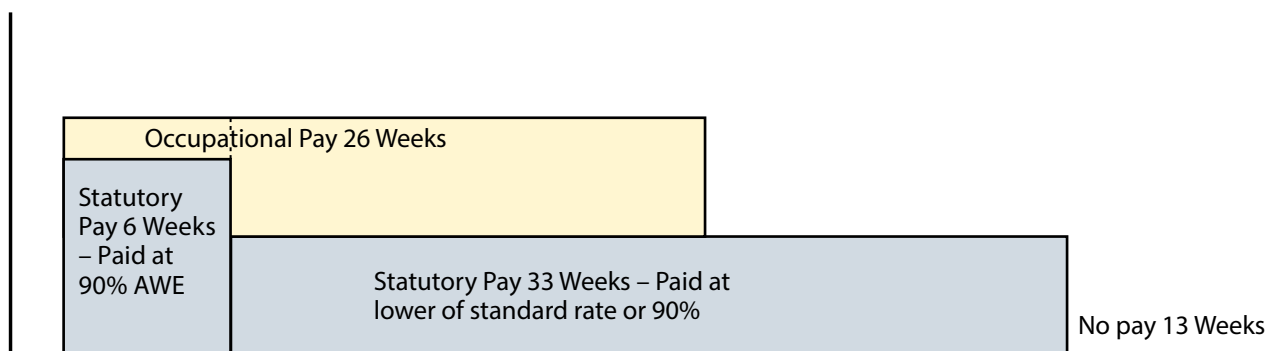
Adoption pay for a surrogacy arrangement



Adoption pay is more complex than leave and depends on a number of factors including how long you have been serving, your commitment type and your intentions on completing a return of service at the end of your leave period. The information below is based on straight forward circumstances. If you have a more complex situation or require further clarification [JSP 760: Tri-Service Leave Regulations](#) should be referred to as well as having a discussion with your HR Centre or Unit HR.

There are 2 parts to adoption pay, the bit that the Government pays which is called Statutory Adoption Pay, and the bit that the RAF pays, which is called Occupational Adoption Pay.

- **Statutory Adoption Pay (SAP)** – This is the Government allowance that is paid for the first 39 weeks of adoption leave. If you qualify for SAP it will be paid through your pay and is subject to your normal tax and National Insurance deductions.
 - The first six weeks of SAP will be paid at 90% of your average weekly earnings (including Recruitment and Retention Pay (RRP)) before tax.
 - The remaining 33 weeks will be paid at the lower of either the standard rate of SAP or 90% of your average weekly earnings.



Average Weekly Earnings are calculated in accordance with the Governments [employer's guidance](#). The current rate of SAP is published [here](#).

- **Occupational pay** – This is your RAF pay which is paid for the first 26 weeks of your adoption leave. Occupational pay tops up your SAP to your normal pay rate. Entitlement to occupational pay is explained in the table below. So, in terms of money received, what you see in your bank is the same, but it is made up of SAP and occupational pay.
- **No pay** – Weeks 40-52 (inclusive) are unpaid.

What pay am I entitled to?

We mentioned earlier that not everyone is entitled to SAP or occupational pay. It all depends on how long you have been serving. Whether you are using a surrogate from the UK or overseas also has slightly different qualifying criteria as well. More detailed information can be found in [JSP 760 Chapter 26](#).

If, having read the info below, you are unsure of your entitlement, contact your HR Centre or Unit HR.

Statutory Adoption Pay

Qualifying criteria for SAP – UK Surrogacy arrangements

- You must have served for a continuous period of at least 26 weeks by the 15th week before the baby is due.
- You must have average earnings at least equal to the Lower Earnings Limit.

In addition, you must provide documentary evidence to show that you are having a child through a legally

recognised surrogacy arrangement. This is usually the surrogates MATB1 certificate or overseas equivalent and should be accompanied by the self-declaration found in [JSP 760 Chapter 26](#).

Remember – Surrogacy isn't legally recognised in several countries and commercial surrogacy (paid for) is not permitted by law in the UK. Your entitlement to leave and pay could be affected if you do not follow the guidance on the [gov.uk](#) website.

Return of Service

If you get paid occupational pay during your adoption leave for surrogacy, you are expected to complete a Return of Service of one week for every week of occupational pay. If you don't complete it, you will have to pay back the occupational pay element.

When can I start my adoption leave for surrogacy?

You should notify of your intention to take adoption leave at least 15 weeks prior to the baby's expected week of childbirth (EWC). If this is not possible, you should give notice as soon as is reasonably practicable.

Adoption leave can start on any day of the week if having a child using a surrogate. Your adoption leave will start either on the day your baby is born or the day after. Babies don't always arrive when they are supposed to, you should contact your HR Centre or Unit HR staff to advise them of your confirmed adoption leave start date once your baby is born.

Occupational Pay

Length of Service	Pay Entitlement
Less than 26 weeks continuous service by the qualifying week and still serving into the Qualifying Week.	You will not be entitled to occupational pay; nor will you be entitled to statutory pay. Depending on your individual circumstances you may be entitled to other state benefits.
26 weeks or more, but less than a year's continuous service by the Qualifying Week and still serving into the Qualifying Week.	You will be eligible for 39 weeks of statutory pay if you earn on average £123 per week. You will not be entitled to occupational pay.
One year's continuous service by the baby's due date and still serving when the baby is due and have stated your intention complete your Return of Service following adoption leave.	You will be entitled to 39 weeks of statutory pay and 26 weeks of occupational pay.
One year's continuous service by the baby's due date, and still serving when the baby is due, and are not returning to duty after your leave having exercised an option point or PVRd (i.e. will not complete a return of service).	You will be entitled to 39 weeks of statutory pay. You will not be entitled to occupational pay.

What are my options post adoption leave for surrogacy?



There are two options available to you:

Option 1

Return to work after a period of adoption leave.

It is up to you how much of your 52 weeks you want to take. You notify the RAF of the date you choose using the [Digital JPA Form R008 - Application for Adoption Leave for Surrogacy](#). If you cannot access the online form, you should complete the [JPA Form R008](#).

Option 2

Exercise a special right to leave the RAF prematurely on the grounds of entering parenthood via surrogacy.

You are strongly advised to seek advice from your HR Centre or Unit HR if you choose this option so that you know the effects this may have on your surrogacy entitlements, pay and pension.

You may opt to leave under these special terms at any time up to your return to work but should normally give sufficient notice to allow for discharge procedures.

If you want to elect for Option 2 you should complete [Digital JPA Form R008 - Application for Adoption Leave for Surrogacy](#) or complete the Adoption Leave for Surrogacy Notice Form [JPA Form R008](#).

How do I apply for adoption leave for surrogacy?



You should apply for Adoption Leave using the [Digital JPA Form R008 - Application for Adoption Leave for Surrogacy](#) where possible. If you do not have access to the digital version, you should apply using [JPA Form R008](#). In order to apply for adoption leave you must provide documentary evidence that you are having a child through a legally recognised surrogacy arrangement. Your surrogates MATB1 certificate and the self-declaration in [JSP 760 Chapter 26](#) can be used as evidence that you are the intended parent(s) of a child being born via a surrogate.

What happens if my baby is born early?



If your baby arrives early, your adoption leave should start the day they are born or the day after. You can change your intended start date by notifying your Commanding Officer/ Line Manager and Unit HR of the new date. This must be done as soon as reasonably possible. Your HR staff may ask you to fill another application form in. There is a table at the end of this booklet listing HR Centre contact information.

What do I need to do if I want to change my plans after my adoption leave starts?



We understand that you may want to change your dates during your leave. If you want to return to work earlier than your booked leave or extend your leave within the 52-week allocation, a minimum of 56 days' notice must be given by emailing your HR Centre or Unit HR or by completing Part C of [JPA Form R008](#).

Deferral of, or recall from, adoption leave



It is recognised that adoption leave for intended parents affords the same time off as personnel taking maternity leave or adopting a child. For this reason, the deferral of, or the recall from, adoption leave will only be considered if required for operational reasons in a major emergency. If deferral or recall is being considered, careful consultation will be needed between you, your chain of command and Career Management before a decision is taken. If you have to be recalled from adoption leave for operational reasons, you must be given a minimum of 4 weeks' notice and the outstanding balance of leave is to be granted as soon as reasonably practicable thereafter. All adoption leave should be taken within 18 months of the birth of the child.

How are my Terms of Service affected?



During your adoption leave for surrogacy, you are entitled to the benefit of your normal terms and conditions of service. You must be aware that whilst on adoption leave there may be a change to your pay due depending on how much adoption leave you choose to take.

Paid leave



During paid periods of adoption leave your normal terms and conditions of service apply, and your leave is reckonable service for purposes of pay increments, seniority, promotion, pension, annual leave and public holidays. It doesn't matter if it is occupational or statutory pay you are in receipt of.

Unpaid leave



If any of your adoption leave is unpaid such as the last 13 weeks of Additional Adoption Leave (weeks 40-52 inclusive), or if you are not entitled to claim statutory pay, then this is classed as reckonable service for pay increments, seniority, promotion, annual leave and public holidays but **NOT pension**. You can apply to extend your service to take account of this by emailing your HR Centre or Unit HR who will assist you in completing an Application for Extension to Service. This will be staffed to Career Management by your HR

staff. Applications for Extensions of Service are also a check sheet action for HR staff and you should therefore be contacted by your HR Centre or Unit HR in regard to this on your Return to Work.

Annual Leave Allowance



Your Annual Leave continues to accrue when you are on adoption leave for surrogacy. You may want to consider factoring in using some up at the end of your adoption leave.

Employment after adoption leave



If you opt to return to work at any point up to the end of your Ordinary Adoption Leave (up to and including week 26) then you have a right to return to your old post, if you so wish. If you are returning to work at any point during Additional Adoption Leave (week 27-52 inclusive), the Service will endeavour to meet your geographical and posting preferences in accordance with normal Service arrangements. Before you go on adoption leave discuss keeping in contact with your Career Manager whilst you are away, your career aspirations, posts you are interested in and any key dates such as house moves etc.

What happens to my annual appraisal?



As a period of adoption leave for surrogacy can mean that you are out of the work environment for up to 52 weeks, an appraisal report will be provided for any person commencing adoption leave. This will be done by either deferring or bringing forward your annual report; this is to ensure that any reporting gaps are kept to a minimum and that any promotion board will have the most recent possible report to consider. For further information refer to [JSP 757](#).

You should discuss your appraisal requirements with the HR Clerk administering your adoption leave, who will liaise with the appraisal team and your Line Manager. This is part of the administration process for adoption leave and your HR Clerk will ensure the necessary action is taken.

If you are selected for promotion while on adoption leave, you will not be overlooked for assignment to a suitable appointment in the new rank on the grounds of adoption leave for surrogacy absence. Your career manager will contact you to discuss your options.

Service Families Accommodation (SFA)



If you are Married/Registered in a civil partnership and your Personal Status Category (PStat) reflects this on JPA you will be able to apply at any point.

If you are single, you will be entitled to SFA 3 months prior to the birth of your child. You are not required to change your PStat as this stage, but must do so when your child is born via your HR Centre or Unit HR. Changes to PStat are done by using the [HR Hub](#) where possible. If you cannot access the [HR Hub](#), you should email [JPAN001](#) to your HR Centre or Unit HR.

Housing applications are made using the [e1132 form](#) (for security reasons it does not work on the internet). More information is available through Pinnacle at www.pinnacleservicefamilies.co.uk.

If you are unable to access MODNet at all whilst on adoption leave you should email Pinnacle at HomeServices@pinnacleservicefamilies.co.uk who will be able to assist you.

There may be an entitlement to allowances such as Disturbance Expense if you are moving into SFA. You should confirm this with your HR Centre or Unit HR.

What plans do I need to put in place before I go on adoption leave for surrogacy?

Keeping In Touch (KIT) Plan



The Service is allowed to have reasonable contact with you whilst you are on adoption leave. It is your responsibility to put in place a Keeping in Touch Plan (KIT) with your line manager before you go on leave. You should schedule time with them to discuss how you would like them to keep in touch with you, and you with them.

You should also discuss any opportunities for using your KIT days. It is ok if you don't know what you want to do with them right away, but your line manager may not know what they are, so cover them in the discussion as they may be aware of things coming up. You may also want to take the opportunity get a date in the diary that falls towards the end of your adoption leave to discuss your return to work.

Note – There is a planner at the end of this booklet for writing your plan down. You should keep a copy and give a copy to your line manager. If your line manager changes whilst you are on leave, you should ensure a copy of your KIT plan is handed over.

Keeping In Touch (KIT) Days



KIT days are designed to enable you to keep up to date with new developments in your workplace and undertake training without ending your adoption leave.

You get 10 KIT days, and it is up to you how many you want to use.

KIT days are reckonable service and, if you are not in receipt of occupational pay, you will be paid a full day's pay, even if you are only keeping in touch for part of a day. KIT days do not have to be a full day's work, you do not have to wear uniform and they do not have to be taken at your workplace.

Examples of KIT days include;

- Office briefings.
- Service briefings such as Armed Forces Pension Society.
- Branch/Trade conferences.
- Meetings with career managers or line managers.
- Courses.
- Discussing your return to work plan with your line manager.
- Representative sport.
- Conducting personal service-related admin.

- Researching new posts/units prior to assignment.
- Attend work for a few hours while your child has a trial day at nursery or school.

How to Claim a KIT Day



You should use [Digital JPA R003-Request for Payment of Kit Days](#) where possible. Your Chain of Command will authorise it and the application will be forwarded to HR for payment. If you do not have access to the digital version you should use [JPAR003](#). All you need to do is complete the details of the KIT Day, get it signed by your Chain of Command or the organiser of the event and email to your HR Centre or Unit HR. You can either use one for each day or claim for them all on one form.

Childcare considerations



As a service parent you are responsible for making your own arrangements for childcare and meeting the costs involved. Waiting lists can be very long for nursery places so you should start thinking about places before your baby is born and before you start adoption leave. The RAF Families Federation has excellent information about [childcare and early years education](#) as well as tax free childcare for those eligible.

Do I need to do anything whilst I am on adoption leave?

Yes, there is just a little bit... but first we want to say that it is not unusual as a new parent to feel down or to struggle with your mental health. Whilst your surrogacy agency may offer you support, please remember that the service is also here to support you. Please do book an appointment with your Medical Officer, or GP if you want to discuss it further or seek treatment. Also, the Parental Mental Health booklet will talk you through common mental health symptoms and show you how to self-refer to DCMH. Please do not struggle alone.

About that admin...

Remember to use your KIT days - Feedback from new parents shows that they found that engaging with parenting networks, Hive activities, other serving parents and using KIT days was really beneficial to their wellbeing.

Did you know? You can find a list of MOD Staff Networks on the MyRAF App in the Parenting section.

Remember – Let your line manager or HR Centre/ Unit HR know of any changes in your personal circumstances that may affect the support you need whilst on leave or for your return to work.

Did you know – There is a RAF Parents Return to Work Support Group. Chat to your Hive and see if there is one local to you or email the team at Air-ParentSupportNetwork@mod.gov.uk.

I am ready to return to work – what do I need to do?

Screening from operational deployment



You will be screened from operational deployment for a period of 18 months post birth of the child unless you notify your career manager otherwise.

Flexible working arrangements



Flexible working arrangements allow you to have a degree of freedom when attempting to balance your work and personal life. While flexible working is not a right, all service personnel are entitled to request a flexible working arrangement so they may better balance the demands of personal life and their Service commitments.

Flexible working does not just mean variable start and finish times; there are a number of options available. The booklet [Flexible Working and You](#) outlines everything you need to know.

Registering a child on JPA



You should register your child on JPA at the earliest opportunity. This is likely to be on your return to work. You should use the [HR Hub](#) if possible, where you can complete a request online to add your child to JPA and upload any supporting documents required. If you cannot access the [HR Hub](#), you will need to fill in [JPAN005](#). The completed form and a scanned copy of your child's birth certificate should be emailed to your HR Centre or Unit HR. You should follow this up with providing a copy of the Parental Order to your HR staff once it is received.

If there is a delay in obtaining the child's birth certificate or Parental Order, you can complete the self-declaration in [JSP 760 Chapter 26](#) and include this when registering your child on JPA. The birth certificate and Parental Order should be provided to your HR Centre or Unit HR staff as soon as they are available.

Did you know – the [HR Hub](#) is accessible via your personal devices through Defence Gateway, making it easy to upload any supporting documentation?

Don't forget – if the other Parent is serving, they will also need to register the child on JPA by accessing the [HR Hub](#) or completing [JPAN005](#) and emailing to their HR Centre or Unit HR with a scanned copy of the birth certificate and Parental Order when received.

Update your Will



You may wish to update/write your will on becoming a parent. If you have uncomplicated circumstances, you can complete a basic service Will form. As these need to be completed in hard copy and kept at the Wills Library in Glasgow, your HR Centre or Unit HR will need to provide you with the forms (will and envelope). Once completed the original needs to be returned to your HR staff for logging and onward post.

Details of a Private Will can be submitted via a Will Declaration on the [HR Hub](#). If the [HR Hub](#) is unavailable you should email your HR Centre or Unit HR to let them know where it is held so they can update JPA.

Reactivating your MODNET Devices



It is not mandatory to log into your MODNET devices whilst you are on adoption leave. However, access to your account could be affected if it is left dormant for 60 days or more and it may be beneficial to log in occasionally to avoid this. Your Line Manager should be able to assist you in accessing your MODNET before your return to work should you encounter any issues with logging on.

Neonatal Care Leave and Pay



If your baby is admitted into Neonatal care up to 28 days old and has a continuous stay in hospital of 7 full days or more, you may be entitled to up to 12 weeks of Neonatal leave and pay. For eligible service personnel Neonatal care pay will be allocated at the statutory rate and topped up to your full rate of pay. Neonatal leave can be taken once statutory adoption leave has ended. The Paternity and Shared Parental Leave leaflets set out Neonatal leave and pay entitlements for the other parent, should they also be serving.

Did you know you can get parental leave?



This is a government provision so available to all parents. It allows you additional leave to care for a child by, for example, spending more time with the child during the early years, to settle a child into new childcare arrangements or to accompany a child during a stay in hospital. Parental Leave allows each parent of each child to take 18 weeks unpaid leave. Parental Leave

can be taken up to the child's 18th birthday. Parental Leave is unpaid and, therefore, is non-reckonable service.

Paternity Leave and Shared Parental Leave



Separate leaflets have been produced outlining the Armed Forces Paternity and Shared Parental Leave entitlements and is available on MyRAF or the [RAF Health and Wellbeing SharePoint site](#) under Parenting.

Don't forget – The RAF Parenting Support Team are here to answer any questions you may have about Adoption Leave for surrogacy arrangements, including how Line Managers should support a service person whilst on leave or assigned to a new area. They can be contacted by email at Air-People-PFSpt-ParentWllbg@mod.gov.uk.

HR Centre Contact Details

The Subject line of your email must be formatted like this
YYYYMMDD-App Title-Surname-Service Number-Station-O/OS/OSP

Air-HR SouthEastOpsSqn GMB Benson, Halton, Henlow, High Wycombe, Northolt, Odiham, 78 Sqn Swanwick
Air-HR SouthWestOpsSqn GMB MOD Boscombe Down, Brize Norton, MOD Lyneham, St Mawgan
Air-HR LincsOpsSqn GMB Waddington, Cranwell, Henlow, Coningsby, Aldergrove, 39 Sqn (USA), Syerston
Air-HR EastOpsSqn GMB Honington, Marham, Wittering
Air-HR WestOpsSqn GMB Cosford, Shawbury, Stafford, Valley
Air-HR NorthOpsSqn GMB Boulmer, Fylingdales, Leeming, Spadeadam
Air-HR ScotOpsSqn GMB Lossiemouth

Keeping In Touch Plan

This form is intended to be used to agree a KIT Plan during Adoption Leave.

Note for Line Managers – This plan should be passed on to your replacement if you are posted during a service person's Adoption Leave.

Service Person's Details

Name	
Service No	

Address(es) during Adoption Leave	Address 1	Address 2
Landline		
E-mail		
Mobile		

During Adoption Leave I would like to be contacted:				
	Phone	E-mail	Text	Notes
2 Weekly				
Monthly				
Other				<i>Please specify</i>

KIT Day Plan

	Date	Place	JPA Form R003 Auth and sent to Unit HR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Checklist

The following list is designed as a guide only. Firm dates for completion are given where there are set deadlines, other areas suggest ASAP as there is no set timeframe.

Item	Details	By When	Complete ✓
Before Adoption Leave for surrogacy Starts			
1	Notify your line manager and give them the 'Supporting your staff during their surrogacy journey and leave – a Line Managers Guide' booklet.	When you are ready	
2	Complete JPA R008 specifying your intentions and e mail your HR Centre or Unit HR to advise them of adoption leave application. JPA R008	ASAP on receipt of placement date	
3	Consider your childcare options, including Tax Free Child Care Account and Gov provisions for early years childcare: Childcare - GOV.UK (www.gov.uk)	ASAP after 1	
4	Complete Keeping in Touch Plan with LM.	Before commencement	
5	Ensure action has been taken to either raise or defer your SJAR/OJAR.	Before commencement	
6	Apply for SFA (if required). Entitled to SFA 3 months prior to the birth. Contact HR to check entitlement to any allowances such as Disturbance Expense.	3 months prior to birth	
7	If expecting to change post on return to work, discuss with Career Manager.	Before commencement	
8	If the other intended parent is serving – contact CM for DWR referral request if applicable using AP3392 Vol 2 Leaflet 1518 . Ensure you advise CM of your status as a dual serving parent using AP3392 Vol 2 Lft 1506 Annex A .	ASAP	
During Leave			
9	Consider using your 10 KIT days.	Any time after 2 weeks Adoption Lve	
10	Your HR Centre or Unit HR will send letter requiring confirmation of intentions regarding your return to work.	Halfway through OAL	
11	Hastener from your HR Centre or Unit HR if you have not replied to the above.		
12	Consider Return to Work plan, use of KIT days and flexible working.	6 weeks before return	
Returning to Work			
13	Access the HR Hub or e mail your child's birth certificate/parental order and JPAN005 to your HR Centre or Unit HR to register your child. NB – If both parents are serving then both should register the child. NB: Self Declaration in JSP760 may be used until the parental order is received.	ASAP on return	
14	Consider your Will Options/Updating your current Will.	ASAP on return	
15	Ensure an application for Extension of Service is submitted via your HR Centre or Unit HR if required.	ASAP on return	
16	Contact your local Digital Support Flight if you require a password reset for your MOD Laptop	ASAP on return	

