

# Telling your employer you're adopting or fostering to adopt

## 2. When you must tell them

You must tell your employer you're adopting, 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.

If your employer asks for it, you'll need to show them an appointment card or other proof.

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