

**As an employee, I will:**

- Let my manager know when I will be required to attend interviews, appointments with social workers or adoption agencies etc. and provide proof of these appointments if required.
- Notify my manager within seven days of being 'matched' with a child that I intend to take adoption leave.
- Notify my manager in writing as soon as possible, using the form provided, when I want my leave to start and provide the matching certificate from the adoption agency.
- Start my adoption leave on the expected date of placement or up to 14 days before.
- Keep my manager up to date with plans and any changes which might affect me and my work.
- Give my manager at least 28 days' notice (where possible) if I need to change the day I start my leave.
- Let my manager know when I will be returning to work, giving at least 21 days' notice if this will be before my 52 weeks' adoption leave entitlement ends.
- Talk to my manager at the earliest opportunity if I am considering a flexible working request.
- Give the required contractual notice if I decide not to return to work after adoption leave.

**As a manager, I will:**

- Explore whether there is the option to undertake KIT days.
- Establish an agreed level and type of contact to take place during adoption leave.
- Keep employees up to date with any major developments that could affect them or their job.
- Support employees returning to work and re-induct them to their job and workplace.
- Make employees aware of the support mechanisms available to them, including the Confidential Staff Welfare and Counselling service.

**As an employer, we will:**

- Be available to discuss your rights and entitlements.
- Write to you within 28 days of receiving your form to confirm the leave and pay you are entitled to and your expected return date.
- Ensure that your pay is updated to reflect your entitlement.
- Write to you about any implications for your occupational pension scheme.
- Notify you of any repayments required if you don't return to work for at least three months after your adoption leave ends.

### What leave and pay am I entitled to?

To be eligible for Statutory Adoption Pay (SAP)\* you must:

- Earn an amount at least equivalent to the Lower Earnings Limit (LEL)\*;
- give the correct notice;
- provide a matching certificate from an adoption agency.

\*The current rates are given in the Allowances, Expenses and Statutory Rates document.

#### Adoption Leave (all employees)

52 weeks (26 weeks' Ordinary and 26 weeks' Additional Adoption Leave)

#### Adoption Pay

A. I have <b>at least one year's continuous service</b> at the start of the adoption placement:		B. I have <b>less than one year's continuous service</b> but at least <b>26 weeks' service</b> at the start of the adoption placement:	
Weeks 1 – 6	90% of pay	Weeks 1 – 6	90% of pay
Weeks 7 – 18	Half pay* + SAP	Weeks 7 – 39	SAP
Weeks 19 – 39	SAP	Weeks 40 – 52	Unpaid
Weeks 40 – 52	Unpaid		

\* If you state in writing you intend to return to work and remain employed for at least three months following your return.

#### Glossary

KIT days	'Keeping in Touch' days. Up to 10 KIT days may be worked
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