



Adoption Leave Policy

Policy Code:	HR21
Policy Start Date:	March 2014
Policy Review Date:	March 2017 (Reviewed July 2015 to incorporate Shared Parental Leave)

Please read this policy in conjunction with the policies listed below:

- HR8 Equal Opportunities and Diversity Policy
- HR10 Redundancy Policy
- HR11 Pay Policy
- HR13 Managing Attendance and Leave of Absence Policy
- HR14 Paternity Policy
- HR25 Flexible Working Policy



Policy Statement

- 1.1 This policy outlines the statutory rights and responsibilities of employees who adopt a child, or children, and sets out the arrangements for adoption leave. It only applies to employees of The Trust and does not apply to agency workers or the self-employed.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.3 This policy does not apply to agency workers, consultants or self-employed contractors.

1 Definitions

- 1.1 The definitions in this paragraph apply in this policy.

Qualifying Week: the week, starting on a Sunday, in which the employee is notified in writing by an adoption agency of having been matched with a child.

Expected Placement Date: the date on which an adoption agency expects that it will place a child into the employee's care with a view to adoption.

Ordinary Adoption Leave (OAL): a period of up to 26 weeks' leave available to all employees who qualify for adoption leave under paragraph 3.

Additional Adoption Leave (AAL): a further period of up to 26 weeks' leave immediately following OAL.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Human Resources Manager.
- 2.2 Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

3 Entitlement to Adoption Leave

Adoption leave is only available if an employee is adopting through a UK or overseas adoption agency (for overseas adoptions see paragraph 5). It is not



available if there is no agency involved, for example, if the employee is formally adopting a stepchild or other relative.

3.1 Employees are entitled to adoption leave if they meet all the following conditions:

- (a) An adoption agency has given the employee written notice that it has matched them with a child for adoption and tells the employee the Expected Placement Date.
- (b) The employee has notified the agency that they agree to the child being placed with them on the Expected Placement Date.
- (c) The employee's spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave.)

4 Notification of Intention to Take Leave

4.1 Employees must give The Trust notice in writing of:

- (a) the Expected Placement Date; and
- (b) their intended start date for adoption leave (Intended Start Date) (see paragraph 6).

4.2 This notice must be given not more than seven days after the agency notified the employee in writing that it has matched them with a child.

4.3 At least 28 days before their Intended Start Date (or, if this is not possible, as soon as they can), the employee must also provide The Trust with:

- (a) A Matching Certificate from the adoption agency confirming the:
 - (i) agency's name and address;
 - (ii) date the employee was notified of the match; and
 - (iii) Expected Placement Date.
- (b) Written confirmation that the employee intends to take statutory adoption leave and not statutory paternity leave.



5 Overseas Adoptions

- 5.1 Employees must have received notification that the adoption has been approved by the relevant UK authority (Official Notification).
- 5.2 Employees must give The Trust notice in writing of:
- (a) their intention to take adoption leave;
 - (b) the date they received Official Notification; and
 - (c) the date the child is expected to arrive in Great Britain.
- 5.3 This notice must be given as early as possible but in any case within 28 days of receiving Official Notification.
- 5.4 If the employee has less than 26 weeks' employment with The Trust at the date of Official Notification, this notice must be given within 30 weeks of starting employment.
- 5.5 The employee must also give The Trust at least 28 days' notice in writing of their Intended Start Date. This can be the date the child arrives in Great Britain or a predetermined date no more than 28 days after the child's arrival in Great Britain.
- 5.6 The employee must also notify The Trust of the date the child arrives in Great Britain within 28 days of that date.
- 5.7 The Trust may also ask for a copy of the Official Notification and evidence of the date the child arrived in Great Britain.

6 Starting Adoption Leave

- 6.1 OAL may start on a predetermined date no more than 14 days before the Expected Placement Date, or on the date of placement itself, but no later.
- 6.2 Employees must notify The Trust of their Intended Start Date in accordance with paragraph 4. The Trust will then write to the employee within 28 days to inform them of the date The Trust expects them to return to work if the employee takes their full entitlement to adoption leave (Expected Return Date).
- 6.3 Employees can postpone their Intended Start Date by informing The Trust in writing at least 28 days before the original date or, if that is not possible, as soon as they can.



- 6.4 Employees can bring forward their Intended Start Date by informing The Trust in writing at least 28 days before the new start date or, if that is not possible, as soon as they can.
- 6.5 Shortly before an employee's adoption leave starts The Trust will discuss with them the arrangements for covering their work and the opportunities for them to remain in contact, should they wish to do so, during their leave. Unless the employee requests otherwise, they will remain on circulation lists for internal news, job vacancies, training and work-related social events.

7 Paternity Leave for Adoption

- 7.1 An employee is entitled to paternity leave for adoption as per The Trust's Paternity Leave Policy.

8 Statutory Adoption Pay

- 8.1 Statutory Adoption Pay (SAP) is payable for up to 39 weeks. It stops being payable if the employee returns to work sooner or if the placement is disrupted. Employees are entitled to SAP if:
- (a) they have been continuously employed for at least 26 weeks at the end of their Qualifying Week and are still employed by The Trust during that week;
 - (b) their average weekly earnings during the eight weeks ending with the Qualifying Week (the Relevant Period) are not less than the lower earnings limit set by the Government; and
 - (c) they have given The Trust the relevant notifications under paragraph 4.
- 8.2 Statutory Adoption Pay (SAP) is calculated as follows:
- (a) first six weeks: SAP is paid at the Earnings-Related Rate of 90% of the employees average earnings over the Relevant Period.
 - (b) remaining 33 weeks: SAP is paid at the Prescribed Rate which is set by the government for the relevant tax year, or the Earnings-Related Rate if this is lower.
- 8.3 SAP accrues with each complete week of absence but payments will be made on the next normal payroll date. Income Tax, National Insurance and pension contributions will be deducted as appropriate.



- 8.4 If an employee leaves employment for any reason (for example, if they resign or are made redundant) the employee will still be eligible for SAP if they have already been notified by an agency that they have been matched with a child. In such cases, SAP will start:
- (a) 14 days before the Expected Placement Date; or
 - (b) the day after the employment ends, whichever is the latter.
- 8.5 If an employee becomes eligible for a pay rise before the end of their adoption leave, they will be treated for SAP purposes as if the pay rise had applied throughout the Relevant Period. This means that the employee's SAP will be recalculated and increased retrospectively, or that they may qualify for SAP if they did not previously qualify. The Trust will pay the employee a lump sum to make up the difference between any SAP already paid and the amount payable by virtue of the pay rise. Any future SAP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

9 Terms and Conditions During OAL and AAL

- 9.1 All the terms and conditions of employment remain in force during OAL and AAL, except for the terms relating to pay. In particular:
- (a) benefits in kind such as life insurance, health insurance, gym membership and use of a company vehicle if applicable will continue;
 - (b) annual leave entitlement under their contract will continue to accrue (see paragraph 10, Annual leave); and
 - (c) pension benefits will continue (see paragraph 11, Pensions).

10 Annual Leave

- 10.1 During OAL and AAL, annual leave will accrue at the rate provided under an employee's contract.
- 10.2 Annual leave cannot usually be carried over from one holiday year to the next. If the holiday year is due to end during an employee's adoption leave, they should ensure that they have taken the full year's entitlement before starting their adoption leave.

11 Pensions

- 11.1 During OAL and any further period of paid adoption leave, The Trust will continue to make any employer contributions that are usually made into a money-purchase pension scheme. These contributions will be based on what



the employee's earnings would have been if they had not been on adoption leave provided that the employee continues to make contributions based on the adoption pay they are receiving. If an employee wishes to increase their contributions to make up any shortfall from those based on their normal salary, then they must contact The Trust Finance Team in Priory House directly.

11.2 The period of OAL and any further period of paid adoption leave, counts towards The Trust's final-salary pension scheme as pensionable service, provided the employee makes the necessary minimum contributions based on the adoption pay they are receiving.

11.3 During unpaid AAL, The Trust will not make any payments into a money purchase scheme and the time will not count as pensionable service under the final salary scheme. The employee does not have to make any contributions, but they may do so if they wish, or they may make up for missed contributions at a later date.

12 Redundancies During Adoption Leave

12.1 In the event that an employee's post is affected by a redundancy situation occurring during their adoption leave, The Trust will write to inform them of any proposals and will invite them to a meeting before any final decision is reached as to their continued employment. Employees on maternity and adoption leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills.

13 Disrupted Adoption

13.1 Adoption leave is disrupted if it has started but the:

- (a) employee is notified that the placement will not take place;
- (b) child is returned to the adoption agency after placement; or
- (c) child dies after placement.

13.2 In case of disruption, the employee's entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless their entitlement to leave and/or pay would have ended earlier in the normal course of events.

14 Keeping in Touch

14.1 The Trust may make reasonable contact with the employee from time to time during their adoption leave.



- 14.2 The employee may work, including attending training, up to ten days during adoption leave without bringing their adoption leave to an end. This is not compulsory and arrangements must be discussed and agreed with the Human Resources Manager.
- 14.3 The employee will be paid at their normal basic rate of pay for time spent working on a Keeping in Touch Day and this will be inclusive of any adoption pay entitlement.
- 14.4 Shortly before an employee is due to return to work, The Trust may invite them to have a discussion, in person or by telephone, about the arrangements for their return. This may cover:
- (a) updating the employee on any changes that have occurred during their absence;
 - (b) any training needs they might have; and
 - (c) any changes to working arrangements (for example, if the employee has made a request to work part time). See paragraph 20, Returning to work part time.

15 Expected Return Date

- 15.1 Once an employee has notified The Trust in writing of their Intended Start Date, The Trust will send them a letter within 28 days to inform them of their Expected Return Date. If the start date changes, The Trust will write to the employee within 28 days of the start of adoption leave with a revised Expected Return Date.
- 15.2 The Trust will expect the employee back at work on their Expected Return Date unless they tell The Trust otherwise (see paragraph 16, paragraph 17 and paragraph 18). It will help The Trust if, during their adoption leave, the employee is able to confirm that they will be returning to work as expected.

16 Returning Early

- 16.1 If an employee wishes to return to work earlier than the Expected Return Date, they must give The Trust at least eight weeks' notice. This notice must be given in writing.
- 16.2 If an employee does not give enough notice, The Trust may postpone their return date until four weeks (or eight weeks as appropriate) after they gave notice, or to the Expected Return Date if sooner.



17 Returning Late

17.1 If an employee wishes to return later than the Expected Return Date, they must request either:

- (a) unpaid parental leave in accordance with The Trust's Parental Leave Policy, giving The Trust as much notice as possible but not less than 21 days; or
- (b) paid annual leave in accordance with their contract, which will be at The Trust's discretion.

17.2 If an employee is unable to return to work due to sickness or injury, this will be treated as sickness absence and The Trust's usual Sickness Policy will apply.

17.3 In any other case, late return will be treated as unauthorised absence.

18 Deciding Not to Return

18.1 If an employee does not intend to return to work, or is unsure, they must discuss this with their line manager as early as possible. If the employee decides not to return, they will be required to give notice of resignation in accordance with their contract of employment. The amount of adoption leave left to run when they give notice must be at least equal to their contractual notice period; otherwise The Trust may require the employee to return to work for the remainder of the notice period.

18.2 Once an employee has given notice that they will not be returning to work, they cannot change their mind and return to work without Trust agreement.

18.3 This does not affect the employee's right to receive SAP.

19 Employee Rights Upon Return

19.1 Employees are normally entitled to return to work in the same position as they held before commencing leave. Their terms of employment will be the same as they would have been had they not been absent.

19.2 However, if an employee has taken any period of AAL or more than four weeks' parental leave, and it is not reasonably practicable for The Trust to allow them to return into the same position, The Trust may give the employee another suitable and appropriate job on terms and conditions that are not less favourable.



20 Returning to Work Part-time

20.1 The Trust will deal with any requests by employees to change their working patterns, such as working part time, after adoption leave on a case-by-case basis. There is no absolute right to insist on working part time, but employees do have a statutory right to request flexible working and The Trust will try to accommodate employee's wishes unless there is a justifiable reason for refusal, bearing in mind the needs of The Trust. These requests must be made as early as possible. The procedure for making and dealing with such requests is set out in The Trust's Flexible Working Policy.

21 Switching to Shared Parental Leave

21.1 In some cases, employees and their spouse or partner may be eligible to opt into the Shared Parental Leave Scheme (SPL). The employee's partner should check with their employer to see if they are eligible.

21.2 An employee would need to give at least eight weeks written notice to end their adoption leave opt into Shared Parental Leave. This can be done any time after the child is placed with the employee; however, the employee must take at least two weeks' adoption leave and they would then be able to share the remainder of their leave with their partner.

22 Procedures

This procedure may only be amended or withdrawn by The Federation.



The Priory Federation of Academies Adoption Leave Policy

This Policy has been approved by the Pay, Performance and HR Committee:
Chair of the Committee

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.