# Adoption Leave Procedure

<table>
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<tr>
<th><strong>For use in:</strong></th>
<th>All Schools/Departments/Colleges of the University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For use by:</strong></td>
<td>All employees</td>
</tr>
<tr>
<td><strong>Owner</strong></td>
<td>HR Operations</td>
</tr>
</tbody>
</table>
| **Dates of Trade Union Consultation** | Start: 19 December 2014  
End: 13 January 2015 |
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| **Contact - Comments** | Geraldine McAughtry/Helen Reynolds |
ADOPTION LEAVE PROCEDURE

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ADOPTION LEAVE PROCEDURE

1. Introduction

1.1 The University is committed to providing a supportive environment for staff who adopt a child. Therefore, the University offers an “enhanced” adoption pay scheme. Eligibility for the enhanced adoption pay scheme is set out in the section called “Adoption Pay” (below).

1.2 This procedure is a reference guide for line managers and staff. It sets out information on adoption matters, including the roles and responsibilities of those who operate the Adoption Leave Procedure in the University (see Appendix 1).

1.3 Line managers and staff are encouraged to contact HR for advice on the Adoption Leave Procedure.

1.4 The Adoption Leave Policy and Procedure is not contractual and does not form part of the terms and conditions of employment. However, where the University wishes to amend the Adoption Leave Policy, staff will be consulted on changes via the recognised Trade Unions.

2. Definitions

2.1 Specific terminology, which is taken from legislation, is used in this procedure.

2.2 A full list of common terms and definitions can be found in Appendix 2.

3. Adoption Leave

3.1 All staff are entitled to 52 weeks of Statutory Adoption Leave where they have been notified that they (alone or jointly) have been matched with a child for adoption, regardless of length of service.

3.2 Statutory Adoption Leave is made up of Ordinary Adoption Leave and Additional Adoption Leave. Additional Adoption Leave begins on the day after Ordinary Adoption Leave ends.

3.3 The University will assume that all members of staff taking Adoption Leave will take the full 52 weeks, unless informed otherwise.

3.4 Adoption Leave can start on any day of the week.

3.5 Where a member of staff has confirmed a start date for Adoption Leave and later wishes to change it, they must notify the University as soon as reasonably practicable and no later than 28 days before the revised start date.

3.6 A member of staff is entitled to one period of Statutory Adoption Leave, irrespective of whether more than one child is placed for adoption as part of the same arrangement.
3.7 Where a member of staff is adopting individually, only they are eligible for Statutory Adoption Leave.

3.8 Where a couple are adopting jointly, they can choose who will take Statutory Adoption Leave and who (regardless of gender) will take Statutory Paternity Leave.

3.9 To qualify for Statutory Adoption Leave, a member of staff must meet certain qualifying criteria. The criteria differ for UK and overseas adoptions.

4. **UK Adoptions**

4.1 A member of staff qualifies for 52 weeks' Statutory Adoption Leave when they adopt a child in the UK if they have:

- been matched with a child by a UK adoption agency;
- accepted the match and agreed the date of placement;
- notified the University of when they want to take their Statutory Adoption Leave (no more than seven days after they are notified of the match with a child).

4.2 A member of staff may start Adoption Leave up to 14 days before the Expected Week of Placement (EWP) or, at the latest, up to midnight on the night immediately after the placement.

5. **Overseas Adoptions**

5.1 A member of staff qualifies for 52 weeks' Statutory Adoption Leave (SAL) when they adopt a child from overseas if they:

- have received official notification from the relevant UK authority of their eligibility to adopt a child from abroad (see Appendix 3);
- have given the University the correct notification;
- are the child's adopter. This is the person or, in the case of a joint adoption, the couple who will adopt or has adopted the child.

5.2 For overseas adoptions, Adoption Leave will normally begin on the date the child enters the UK or a fixed date no later than 28 days after the date the child enters the UK.

5.3 A member of staff may not use Statutory Adoption Leave (SAL) to cover time spent travelling overseas to arrange an adoption or visit a child. The University will consider requests for reasonable time off in such circumstances.

6. **Foster Parents**

6.1 A foster parent can take Statutory Adoption Leave, but only where:
• the fostered child is then matched with them for adoption by a UK adoption agency. Adoption via a court order does not count for the purposes of Statutory Adoption Leave; and
• the child is then actually placed with them for adoption.

The usual notification and length of service criteria still apply. The Adoption Leave only relates to the actual placement for adoption; any period of foster caring does not count.

7. Surrogacy

7.1 Where a child is born to a surrogate mother, the intended parents can become the child's legal parents by applying for a parental order. One of the intended parents must be genetically related to the child and the child must live with the intended parents.

7.2 Where a couple has a parental order in relation to a child, or is applying for one, one of the parents can be eligible for Adoption Leave and pay and the other can be eligible for Paternity Leave and pay, if the child's expected week of birth begins on or after 5 April 2015. The couple must elect which of them will take Adoption Leave. A member of staff who takes Adoption Leave in these circumstances can curtail his or her Adoption Leave and take Shared Parental Leave with the other parent, provided that the parents both meet the relevant eligibility requirements. Please see the University’s Shared Parental Leave Policy and Procedure for more details.

7.3 Members of staff who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation also have the right to unpaid time off work to accompany the birth mother to up to two antenatal appointments.

8. Adoption Leave and Pay Exceptions

8.1 A member of staff will not be eligible for Statutory Adoption Leave or Pay where they are:

• becoming a special guardian;
• adopting a stepchild;
• adopting a child through a private adoption agreement, or through a surrogacy arrangement where the intended parents do not expect to or have not applied for a parental order.

9. Adoption Pay

9.1 To be eligible for Statutory Adoption Pay, a member of staff must meet the qualifying criteria for a UK or overseas adoption (as specified above) and earn above the Lower Earnings Limit at the Matching Week.

9.2 A member of staff who earns less than the Lower Earnings Limit is not eligible for Statutory Adoption Pay. However, these members of staff with 12 or more months of continuous service
at the Matching Week will normally be entitled to full pay for 8 weeks and half pay for 16 weeks, where it is confirmed that they will return to work after Adoption Leave.

9.3 Statutory Adoption Pay lasts for a maximum of 39 weeks and depends on a number of factors (including length of service and earnings). A member of staff who is adopting may be entitled to Adoption Pay under one of the Adoption pay schemes listed below:

A. **Enhanced University Adoption Pay Scheme** *(Operated by the University).*

*Eligibility:*
A member of staff who has confirmed he/she will return to work after Adoption Leave, with 12 or more months of continuous service at the Matching Week.

<table>
<thead>
<tr>
<th>Adoption Pay Entitlement</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Pay - to include Statutory Adoption Pay*</td>
<td>8</td>
</tr>
<tr>
<td>Half pay <em>plus</em> Statutory Adoption Pay* - not to exceed full pay</td>
<td>16</td>
</tr>
<tr>
<td>Statutory Adoption Pay*</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

* Statutory Adoption Pay will be paid at the prevailing rate or 90 per cent of Average Weekly Earnings, whichever is less.

NB: Where a member of staff confirms he/she will not be returning to work after Adoption Leave, he/she will be entitled to Statutory Adoption Pay only, if he/she meets the eligibility requirements. Please see Scheme B for details.

B. **Statutory Adoption Pay Scheme** *(Statutory scheme operated by the University).*

*Eligibility:*
A member of staff with 26 (or more) weeks of continuous service at the Matching Week.

<table>
<thead>
<tr>
<th>Adoption Pay Entitlement</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% Full Pay</td>
<td>6</td>
</tr>
<tr>
<td>Statutory Adoption Pay*</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

*Statutory Adoption Pay will be paid at the prevailing rate or 90 per cent of Average Weekly Earnings, whichever is less.*
9.4 No combination of Adoption Pay will exceed full pay.

9.5 For the purposes of calculating due payments, Average Weekly Earnings will be calculated in line with the prevailing Statutory Adoption Pay Regulations. Any adjustment to pay that would normally arise (e.g. a pay review) will be included.

9.6 Staff who earn less than the Lower Earnings Limit and therefore do not qualify for Statutory Adoption Pay may be entitled to other benefits via the appropriate government agency. Staff are advised to contact their local Jobcentre Plus to discuss this.

10. Transfer of Adoption Leave

10.1 Additional Paternity Leave (before 5 April 2015)

Where a member of staff proposes to return to work early (without using his/her full 52-week entitlement to adoption leave and gives proper notification of an early return in accordance with the rules set out below), he/she may be eligible to transfer up to 26 weeks of his/her remaining adoption leave (and remaining statutory adoption pay) to his/her spouse, civil partner or partner. This transfer of Adoption Leave is known as Additional Paternity Leave.

Please note that Additional Paternity Leave is only available to eligible parents of children who are placed for adoption before 5 April 2015. From 5 April 2015, Additional Paternity Leave will be replaced by the new Shared Parental Leave regime. Please see Section 10.2, below, for further details.

The earliest that Additional Paternity Leave may start is 20 weeks after the adopted child’s placement and it must end no later than 12 months after the date of placement. The minimum period of Additional Paternity Leave is two consecutive weeks and the maximum period is 26 weeks. In order to transfer Adoption Leave and Pay, the member of staff must have at least two weeks of his/her adoption leave that remains unused.

10.2 Shared Parental Leave (from 5 April 2015)

Eligible parents of children who are placed for adoption on or after 5 April 2015 will be able to opt in to the Shared Parental Leave system.

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year following adoption. The purpose of Shared Parental Leave is to give parents more flexibility in considering how to best care for, and bond with, their child.

Eligible members of staff may be entitled to take up to 50 weeks Shared Parental Leave during the first year following the adoption of a child. The number of weeks available as Shared
Parental Leave is calculated using the adopter’s entitlement to Adoption Leave, which allows them to take up to 52 weeks’ leave. The adopter must take a minimum of two weeks’ adoption leave. If they reduce their adoption leave entitlement then they and/or their partner may opt in to the Shared Parental Leave system and take any remaining weeks as Shared Parental Leave.

Please see the University’s Shared Parental Leave Policy and Procedure for further details.

11. **Notification of Adoption**

11.1 To qualify for Adoption Leave and Pay, a member of staff must:

- notify their line manager and HR of the adoption within seven days of being notified of a match;
- submit a Matching Certificate from an adoption agency recognised by UK law;
- complete a Form for Adoption Leave (see Appendix 4) and state, in writing, the intended start date of Adoption Leave.

11.2 HR will confirm, in writing, the safe receipt of a Form for Adoption Leave and the staff member’s Adoption Leave and Pay entitlement.

11.3 The member of staff is permitted to bring forward the Adoption Leave start date, provided that they advise the University in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.

11.4 The member of staff may also postpone the Adoption Leave start date, provided that they advises the University in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

12. **Keeping in Touch days**

12.1 The University recognises the importance of keeping in touch with staff to ensure a smooth transition back into the workplace after Adoption Leave.

12.2 A line manager will make reasonable contact with a member of staff while they are on Adoption Leave. This will include notifying them of relevant training events or consulting on changes happening at work.

12.3 Line managers and staff should discuss, in advance, the type of contact there will be during Adoption Leave to ensure that it is appropriate.

12.4 A member of staff is not obliged to undertake any work during Adoption Leave. However, they can agree to do up to 10 days paid work or training (i.e. Keeping in Touch Days) where agreed in advance with their line manager. This does not affect their entitlement to Adoption Leave or Pay.
12.5 Keeping in Touch days can be taken at any point during the Adoption Leave period. They are paid at the staff member’s normal rate of pay.

12.6 Keeping in Touch Days do not extend the adoption pay period. For instance, if a Keeping in Touch Day occurs during a period of full pay, no additional payment will be made. Where a Keeping in Touch Day occurs during a period of half pay or SMP only, pay will be “topped-up” so that the member of staff receives full pay for each day in question.

12.7 Payment for Keeping in Touch days will be arranged by the Payroll Office. However, details will be confirmed, in writing, by HR.

12.8 Line managers and staff should contact HR, in the first instance, to discuss the arrangements for Keeping in Touch days.

13. Pensions & Benefits

13.1 Employer and staff pension contributions continue during Adoption Leave, as long as contractual pay or SAP is payable.

13.2 Where a member of staff is on unpaid Additional Adoption Leave, pension contributions will normally stop unless the member of staff continues to contribute to the relevant pension scheme.

13.3 During Adoption Leave, employer contributions will be calculated on the staff member’s normal rate of pay. However, employee contributions will be calculated on actual pay.

13.4 Any unpaid Adoption Leave which follows a period of paid Adoption Leave does not count as pensionable service (unless the member of staff continues to pay employee pensions contributions during the unpaid leave). However, employment during Adoption Leave will be treated as continuous.

13.5 A member of staff has the right to full contractual benefits (other than pay) during Statutory Adoption Leave.

13.6 The University will not deduct money from pay to cover the cost of providing non-pay benefits to a member of staff on Adoption Leave.

13.7 A member of staff on Adoption Leave is entitled to receive their normal annual increment, in line with their contract of employment.

13.8 Staff are advised to contact the Pensions Office directly for further information on Pensions and Benefits.
14. Annual Leave

14.1 A member of staff will accrue their contractual annual leave entitlement during Adoption Leave. For example, a full-time member of staff taking 52 weeks Adoption Leave will accrue the maximum of 38 days annual leave (made up of 24 days holiday, 6 closure days and 8 bank holidays). This is pro-rated for part-time staff.

14.2 Any annual leave accrued before Adoption Leave should be taken before Adoption Leave starts, wherever possible.

14.3 A member of staff who is adopting is required to speak to their line manager before they begin their Adoption Leave to discuss their plans to use annual leave which will be accrued during Adoption Leave. This discussion is required to aid operational resource planning.

14.4 There are a number of options for using annual leave, which a member of staff and line manager may wish to consider:

- A member of staff may wish to consider taking accrued annual leave immediately before Adoption Leave begins or immediately after Adoption Leave ends but before they return to work.
- A member of staff may carry over any unused annual leave into the next leave year.
- Where a member of staff has any unused annual leave at the end of the holiday year in which they return to work, they may request to be paid for the unused annual leave. The line manager must make HR aware of any such agreement who will advise payroll of the payment to be made.
- A member of staff can agree with their line manager any other suitable arrangement that meets the needs of the member of staff and the operational requirements.

14.5 Any request for annual leave will require agreement, in advance, from a line manager.

14.6 In line with legislation, a member of staff cannot take annual leave during Adoption Leave.

15. Hardship

15.1 Where a member of staff is suffering substantial and unforeseen financial hardship during the reduced pay or unpaid part of Additional Adoption Leave, he/she may write to the Pro-Vice-Chancellor (Resources) to request additional pay.

15.2 The member of staff must:

- Write a statement outlining the details (and if possible, provide evidence) of his/her substantial and unforeseen financial hardship while receiving reduced pay or no pay during Additional Adoption Leave;
- Confirm that he/she will return to work after Additional Adoption Leave;
• State the amount of financial assistance he/she is requesting;
• Ask his/her Head of Department to write a statement to support his/her request; and
• Send the above to the Pro-Vice-Chancellor (Resources).

15.3 Where a member of staff is granted additional pay but does not return to work after Additional Adoption Leave, the University may reclaim the additional pay.

15.4 The Pro-Vice-Chancellor (Resources) will consider requests for additional pay during Additional Adoption Leave and an answer will be sent to the member of staff, in writing, within 10 working days from receipt of the request.

15.5 No combination of Additional Adoption Pay and additional (hardship) pay will exceed full pay.

15.6 There is no right of appeal. The decision of the Pro-Vice-Chancellor (Resources) is final.

16. Adoption Preparation and Training

16.1 The University is keen to support all University employees that are prospective parents. The University will grant a “reasonable” amount of paid time off work for adoption preparation at the normal rate of pay for employees that are prospective adopting parents. This includes adoption training, meetings with the adoption agency and meetings with the prospective adoptive child.

16.2 Members are staff who are preparing to adopt a child also have an entitlement to time off work for ‘adoption appointments’ as set out below:

• the primary adopter can take paid time off for up to five ‘adoption appointments’
• the secondary adopter can take unpaid time off for up to two such appointments

16.3 Staff may be required to show their line manager an appointment card or other official documentation as evidence of meetings/appointments.

17. Sickness during Adoption Leave

17.1 A member of staff on Adoption Leave is not entitled to sick pay.

18. The end of a placement during Adoption Leave

18.1 Where the placement of an adopted child ends during Statutory Adoption Leave, the member of staff may continue Adoption Leave for up to 8 weeks after the end of the placement.
19. Returning to Work after Adoption Leave

19.1 A member of staff may return to work at any time during Adoption Leave. However, they must notify their line manager, in writing, at least 8 weeks before their intended return date.

19.2 Where a member of staff returns to work after Ordinary Adoption Leave, they have the right to return to the same job on the same terms and conditions. Where terms and conditions change during Adoption Leave (e.g. as the result of a collective agreement or structural changes), full consultation and agreement will take place.

19.3 Where a member of staff returns to work after Additional Adoption Leave, it may not be possible for them to return to the same job. However, the University will offer suitable alternative work (if available), on terms and conditions that are no less favourable.

19.4 A member of staff may ask to return to work after Adoption Leave on a flexible basis. The line manager should treat the request seriously and sympathetically. The line manager must consider each request on its merits and balance it against operational needs and requirements. See the University’s Flexible Working Policy and Procedure for further details.

20. Non-Return to Work

20.1 Where a member of staff does not intend to return to work after Adoption Leave, they must give at least the period of notice required by their contract of employment. The notice period for Grades 1 to 5 is 1 month. It is 3 months for Grades 6 to 9.

21. Adoption Leave and Fixed Term Contracts

21.1 A member of staff employed on a Fixed Term Contract is eligible for the same Adoption Leave and Pay as a member of staff employed on an “open-ended” contract.

21.2 A line manager should carefully consider their actions to ensure that a member of staff does not suffer a detriment as a consequence of adopting a child.

22. Ending a Fixed Term Contract during Adoption Leave

22.1 Where a Fixed Term Contract is due to expire during Adoption Leave, the line manager will consider whether it may be extended beyond the original expiry date.

22.2 A line manager is advised to extend a Fixed Term Contract that is due to expire during Adoption leave where:

- the contract would have been extended had the Adoption Leave not occurred;
- funding for the post is likely to continue past the end date of Adoption Leave;
• it would be financially and operationally possible to defer the work being done by the member of staff until they return from Adoption Leave.

22.3 Where a Fixed Term Contract is extended past the end date of Adoption Leave, the additional cost will only be met from central funds if no other source of funding is available e.g. from an external funding body or departmental funds.

22.4 Where a Fixed Term Contract is due to end during Adoption Leave and it is not possible to extend the contract, a line manager is advised to contact HR for advice. The line manager (in consultation with HR) will consider and discuss with the member of staff the following options (in order):

a) To offer them a suitable alternative post at a commensurate level (where available);
b) To add them to the University’s Redeployment register during Adoption Leave;
c) To confirm dismissal by reason of redundancy (with a redundancy payment for a member of staff with 2 or more years of service) if no suitable vacancy has become available by the end of Adoption Leave.

23. Useful Resources

23.1 Members of staff who intend to adopt a child may find it useful to familiarise themselves with the information and guidelines provided by the government. These can be found on www.direct.gov.uk or call 0800 055 6688 (0800 – 1800 Monday to Friday) and at www.acas.org.uk.

23.2 Line managers and staff are encouraged to discuss any questions they may have about the Adoption Leave Policy and Procedure with a member of HR.
APPENDIX 1

Adoption Procedure
Roles and Responsibilities

1. **Line Manager:**

The line manager is responsible for:

1.1 Ensuring that they understand and adhere to the University’s Adoption Policy and Procedure, in particular ensuring that a member of staff is not disadvantaged as a result of adopting a child.

1.2 Requesting advice from HR as early as possible (or at any point in the process), if they are unsure about any aspect of the Adoption Procedure.

1.3 Seeking guidance from HR immediately on the receipt of an informal or formal notice of impending adoption.

1.4 Ensuring that adoption issues are dealt with in a fair, sensitive and consistent manner whilst maintaining confidentiality.

2. **Member of Staff**

The member of staff is responsible for:

2.1 Notifying their line manager and HR of their intention to take adoption leave no more than 7 days after they have been notified of impending adoption by the adoption agency, using the relevant form.

2.2 Where applicable, submitting a written confirmation of return to work with the University following adoption leave.

2.3 Submitting the Matching Certificate and any other relevant notification to HR, at the earliest opportunity.

2.4 Ensuring that they understand and follow the University’s Adoption Policy and Procedure.

2.5 Asking questions of either their line manager or HR if they are unsure about any aspect of the Adoption Policy and Procedure.

3. **Division of Human Resources**

The Division of Human Resources is responsible for:
3.1 Providing advice and guidance to line managers on the Adoption Policy and Procedure, including resource issues, on request.

3.2 Explaining the Adoption Policy and Procedure to members of staff on request.

3.3 Processing Adoption Leave Forms and forwarding the relevant notification certificates to Salaries and Wages, once the necessary checks have been completed.

3.4 Writing and issuing standard adoption letters to members of staff and external agencies, where required.

3.5 Writing and issuing customised letters to members of staff, e.g. in the case of the end of a placement during Adoption Leave, ensuring that the matter is dealt with in a sensitive and fair manner.

3.6 Supporting and advising line managers on all contractual issues relating to a member of staff who is on adoption leave, including the ending of a fixed term contract, in line with the Adoption Policy & Procedure.

3.7 Liaising with line managers and Salaries and Wages regarding KIT days.

4. Payroll Office

The Payroll Office is responsible for:

4.1 Applying the principle of “no detriment” when administering Adoption Pay.

4.2 Processing and paying Adoption Pay, in line with the University’s Adoption Procedure and the prevailing legislative requirements.

4.3 Providing accurate calculations of Adoption Pay on a timely basis, when requested by HR or a member of staff.

4.4 Ensuring that calculations and payment of annual leave are based on a staff member’s contractual entitlement and ensuring that accrual of annual leave occurs throughout any unpaid period of Adoption Leave.

4.5 Arranging the payment of Keeping In Touch (KIT) days.

4.6 Ensuring that any annual increment due during Adoption Leave is paid and that any annual increment during Adoption Leave is taken into account for the purposes of calculating Adoption Pay.

4.7 Ensuring that staff receive their full contractual benefits throughout Adoption Leave and that no money will be deducted from pay to cover the cost of providing non-pay benefits.
4.8 Checking if there is a claim for Additional Statutory Paternity Pay which relates to a claim for Adoption Pay, and making any adjustments to a member of staff’s pay calculations where necessary.

5. Pensions Office

The Pensions Office is responsible for:

5.1 Applying the principle of “no detriment” for pension plan members when they are on Adoption Leave.

5.2 Providing advice to line managers and staff on Pension issues, on request.

5.3 Ensuring that any paid Adoption Leave is treated as pensionable service.

5.4 Ensuring that Adoption Leave (paid and unpaid) counts as continuous service in regard to pensions and benefits.

5.5 Ensuring that employer pension contributions continue during Adoption Leave, as long as contractual pay or SAP is payable.

5.6 Ensuring the correct level of employer and employee pension contributions are paid throughout Adoption Leave.

5.7 Ensuring that staff will receive their full contractual benefits throughout Adoption Leave and that no money will be deducted from pay to cover the cost of providing non-pay benefits.

5.8 Ensuring that any annual increment during Adoption Leave is taken into account for the purposes of calculating pension contributions and benefits.
APPENDIX 2
Adoption Procedure
Terminology and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Statutory Adoption Leave (SAL)</td>
<td>The 52 weeks of leave to which a qualifying adopting member of staff is entitled.</td>
</tr>
<tr>
<td>Ordinary Adoption Leave (OAL)</td>
<td>The first 26 weeks of Adoption leave.</td>
</tr>
<tr>
<td>Additional Adoption Leave (AAL)</td>
<td>The 26 weeks of Adoption Leave immediately following Ordinary Adoption Leave.</td>
</tr>
<tr>
<td>Statutory Adoption Pay (SAP)</td>
<td>The 39 weeks of pay to which a qualifying member of staff is entitled. Rates of Statutory Adoption Pay are set by the government annually.</td>
</tr>
<tr>
<td>Average Weekly Earnings (AWE)</td>
<td>The calculation of average weekly earnings is based on gross earnings during a set period. The set period is defined as the period between the last normal pay day to fall in or before the MW and the last normal pay day falling at least eight weeks before the above.</td>
</tr>
<tr>
<td>Lower Earnings Limit (LEL)</td>
<td>The amount of Average Weekly Earnings (AWE), set by the government each year, which allow a member of staff earning this amount or less to qualify for certain state benefits.</td>
</tr>
<tr>
<td>Matching Week (MW)</td>
<td>The week in which a person is notified of having been matched with a child, which starts on a Sunday and ends on a Saturday.</td>
</tr>
<tr>
<td>Keeping in Touch days (KIT)</td>
<td>A member of staff may undertake up to 10 days of paid work or training, where agreed by their line manager, during Adoption Leave.</td>
</tr>
</tbody>
</table>
APPENDIX 3

Adoption Procedure
Official notification for Overseas Adoptions

Official notification is written documentation issued by or on behalf of the relevant domestic authority (usually the Department of Health) that the authority either is prepared to issue a certificate to the overseas authority dealing with the adoption of the child, or has issued a certificate and sent it to that authority. In either case, the certificate confirms that the adopter is eligible to adopt a child from overseas, and has been approved by them as being a suitable adoptive parent.
APPENDIX 4

Adoption Procedure
University of Leicester - Form for Adoption Leave

To be submitted no more than 7 days after notification of a match has been received by the member of staff

*HR is happy to provide advice on the Adoption Leave Policy and Procedure.*
*You may find it helpful to contact a member of HR before completing this form.*

Name: Please print  Dept: Please print

To HR:
Please accept this Form as notification of Adoption Leave (and Pay if eligible) I attach confirmation of the adoption from the relevant authority.

My adoptive child will be placed with me on: / / 

I intend to start Adoption Leave on: / /

*Please complete the relevant sections below. All members of staff must complete Section C.*

SECTION A – CONFIRMATION OF RETURN TO WORK

The University will assume that the member of staff will take the full 52 weeks to which they are entitled unless informed otherwise.

I confirm that I will return to work with the University at the end of my Adoption Leave:

| Yes | 
|---|---|
| No |

If you intend to return to work before the end of 52 weeks’ Adoption Leave, you may wish to indicate your return date here. Otherwise, you will need to write to your line manager no later than 8 weeks before / /
SECTION B – CONFIRMATION OF RESIGNATION

I confirm that I do not wish to return to work with the University at the end of my Adoption Leave.

Therefore, I will be resigning from my post with effect from

**Staff Signature**

**Date**

/  /  

SECTION C – LINE MANAGER CONFIRMATION

I confirm that the Head of Department is aware of the above notification of Adoption Leave.

**Line Manager Signature:**

**Date:**

Please return the completed form to HR.