



### **Introduction**

1. This policy sets out the procedure for employees who wish to take adoption leave and describes your entitlement to Adoption pay and other contractual benefits.
2. The Homemaker Adoption Policy provides benefits above the statutory minimum.
3. If you have any questions about this policy or about any other aspect of your maternity rights you should speak with your manager.

### **Principles of the Procedure**

4. These provisions are available from your first day of employment.
5. We will ensure that, if you take leave detailed in this procedure, you are treated in a fair and consistent manner.
6. You have the right to return to your role following periods of ordinary and additional leave or to an alternative suitable role if that role no longer exists. Your employment remains continuous during this time.
7. Only one person may take adoption leave in respect of a child at any time – where a couple is adopting a child jointly, one may take adoption leave and the other may take paternity leave. However, Shared Parental Leave is a new entitlement for eligible parents of children due to be born or adopted on or after 5 April 2015. Homemaker has a separate policy relating to this.

### **Adoption Provision**

8. An adoptive parent of either sex will be entitled to up to 26 weeks' Ordinary Adoption Leave, followed by up to 26 weeks' Additional Adoption Leave.
9. To qualify the employee must be:
  - The adopter of a child aged up to 18 years
  - Have at least 26 weeks continuous employment by the end of the week in which he/she is notified of having been matched with a child
  - Have notified the adoption agency that he/she agrees that the child should be placed with him/her and on the date of placement

### **Starting adoption leave**

10. Ordinary adoption leave may begin on the actual date on which the child is placed with the employee or it may start on a predetermined date which falls within the period from 14 days before the child is placed until 14 days after the placement.

### **Notification requirements**

11. You should notify your manager of your intention to take statutory adoption leave, specifying the date of placement and the date on which you wish to commence the adoption leave. This must be done within 7 days of the date on which you have been matched with a child.
12. Documentary evidence which shows the name and address of the adoption agency, the name and date of birth of the child and the expected date of placement should be provided

13. You may vary the start date of the leave at a later date by giving us at least 28 days notice

### ***Returning from adoption leave***

We will notify you of your expected date of return, which will be 52 weeks after the date of your start of adoption leave.

14. If you wish to return to work before the end of your adoption leave period you must give your manager 8 weeks advance written notice specifying the date of your return.

15. Your manager is responsible for maintaining contact with you during your leave and discussing your return to work with you. This should include any induction back into the work environment.

16. If you return to work and you have been absent for 12 weeks or more than you will receive a short re-induction.

17. If you choose not to return to work you will need to notify your manager in writing providing the appropriate notice.

### **Shared Parental Leave**

18. Shared Parental Leave is a new entitlement for eligible parents of children due to be born or adopted on or after 5 April 2015. Homemaker has a separate policy relating to this.

### **Adoption Pay**

19. To qualify for Statutory Adoption Pay you must:

- Have been matched with a child for adoption by an adoption agency
- Have been employed by your present employer without a break for at least 26 weeks up to and including the week the adoption agency told you that you had been matched with a child for adoption
- Be earning an average of at least £90 a week (before tax)

20. Statutory Adoption Pay (SAP) begins at the same time as your adoption leave and (unless you finish your leave sooner) runs for 39 weeks. Homemaker will pay 90% of your salary for 12 weeks followed by the lower statutory rate for up to a further 27 weeks.

21. Your SAP will be paid into your bank account on the same date that your salary would have been payable, and will be subject to deductions for tax, National Insurance and pension contributions in the usual way.

### **Contractual Benefits**

22. When you are absent on ordinary adoption leave, as well as receiving SAP you will be entitled to the following:

- a. You will continue to accrue holiday entitlement.
- b. Any other contractual benefits excluding pay will also be continued.

23. When you are absent on additional adoption leave you will receive SAP for the first 13 weeks. All other contractual benefits will be stopped.

24. You are also legally allowed to work up to a total of 10 days during your leave as "Keeping In Touch" days eg: to attend training events, without it affecting your adoption pay. You will receive pay for any days working during this time.

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