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1. Introduction

1.1 It is the policy of << >> to ensure that as far as possible our employees are able to balance their work and family responsibilities. We recognise that parents have other responsibilities and have put this policy in place in order to support parents who have adopted, or wish to adopt, children.

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1.2 This policy sets out the conditions for adoption leave and pay for employees who are:

for adoption leave and pay for employees who are:

1.2.1 Adopting a child through an agency;

through an agency;

1.2.2 Fostering a child;

through an agency; or

1.2.3 Having a child placed with them.

through an agency; or

1.3 Adoptions from overseas. [See separate policy for more details].

through an agency; or this policy. [See separate policy for more details].

1.4 The employee and their partner may be eligible for Shared Parental Leave, which provides the flexibility to share the available leave and pay (see the Shared Parental Leave policy.)

through an agency; or their partner may be eligible for Shared Parental Leave, which provides the flexibility to share the available leave and pay (see the Shared Parental Leave policy.)

1.5 This policy only applies to employees who are employed under a contract of employment. It does not apply to agency workers or self-employed contractors. It may be amended at any time.

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2. Time Off for Adoption Appointments

2.1 Employees who are attending an adoption appointment at the request of, the adoption agency, must have the time off taken before the date of the child's placement.

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2.2 An employee adopting up to five adoption appointments jointly with their partner or jointly adopting a child with their partner is entitled to take paid time off to attend up to five appointments. The other can elect to take unpaid time off to attend up to five appointments.

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3. Entitlement

3.1 In order for staff to be eligible for adoption leave they must meet all the following requirements:

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3.1.1 be adopting a child through an adoption agency or be a local authority foster parent.

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adopter;

3.1.2 have received the approval of the adoption agency or local authority that placed the child with the employee and advised the employee of the requirements for adoption leave.

3.1.3 have agreed with the adoption agency or local authority that a child should be placed with the employee.

3.2 Adoption leave may also apply to employees who are adopting through an overseas adoption agency. [For more details, see the Adoption Leave policy for more details].

3.3 In respect of surrogacy, an employee is entitled to adoption leave if all the following requirements are met:

3.3.1 If a surrogate parent is acting on behalf of either the employee or the employee's spouse or partner (or both);

3.3.2 The employee must have assumed parental responsibility under a parental order and the child must live with the employee or the employee's spouse or partner within six months of the child's birth.

3.4 Only one parent can take adoption leave. If the employee's spouse or partner takes adoption leave, the employee may still be entitled to paternity leave. [For more information, see the Paternity Leave policy.]

3.5 The maximum period of Ordinary Adoption Leave (OAL) is 52 weeks: 26 weeks' Ordinary Adoption Leave (OAL) and 26 weeks' Ordinary Adoption Leave (AAL).

4. Adoption Leave

4.1 In respect of adoption leave, OAL may start on a date of the employee's choosing, provided it is before the expected placement date or on the placement date.

4.2 Employees can change the start date of their Adoption Leave is to start by giving at least 28 days' notice to their e.g. Manager>>.

4.3 Within 28 days of receiving notice from the Company to take Adoption Leave, the Company will write to the employee giving the latest date on which the employee must return to work on their Adoption Leave.

5. Adoption Pay

5.1 For 39 weeks of the employee's continuous employment, employees are entitled to receive Statutory Adoption Pay (SAP) if the employee or she has at least 26 weeks' continuous employment ending with the Qualifying Week (the week in which the employee was notified by the local authority of a match or the 15th week of the Shared Week of Childbirth) and the employee's average earnings are not more than the lower earnings limit set by the government.

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5.2 SAP is paid at 90% of the employee's normal earnings for the first six weeks followed by 33 weeks at the rate set for the relevant tax year (or 90% of earnings if lower than the relevant tax year (or 90% of earnings)). [OR state details of enhanced Company adoption leave pay]

the first six weeks followed by 33 weeks at the rate set for the relevant tax year (or 90% of earnings). [OR state details of enhanced Company adoption leave pay]

6. Rights during Adoption Leave

6.1 During OAL and AAL the employee's contract of employment subsists throughout his/her absence and he/she will continue to benefit from his/her contract of employment and all terms and conditions of employment.

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6.2 If the employee is a member of a pension scheme, the Company shall make pension contributions during the period of paid AAL, based on the employee's normal salary. Contributions will be based on the employee's normal salary less the amount of any adoption pay received unless the employee informs <<State e.g. 'I do not wish to receive adoption pay' or 'he or she wishes to make up the shortfall'.

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6.3 Employees can agree to work (or attend training) for up to 10 days during their Adoption Leave. This is referred to as 'Keeping in touch' (KIT) days. The Company has no right to require employees to carry out any work and employees have no obligation to do any work during Adoption Leave. Employees will be paid at the normal rate of pay for time spent working on a KIT day and this counts towards their adoption pay entitlement.

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6.4 The Company may contact with the employee during adoption leave, although the minimum contact will be maintained.

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7. Returning to work after Adoption Leave

7.1 Employees must re-advise the Company of their expected return date unless they wish to return to work early. Employees who do not wish to return to work early must give the Company the appropriate notice. Employees who do not wish to return to work early must give the Company the appropriate notice in accordance with their contract of employment.

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7.2 On returning from OAL or AAL the employee is entitled to return to the job in which s/he was employed on terms and conditions not less favourable than those which would have applied if s/he had not been absent.

On returning from OAL or AAL the employee is entitled to return to the job in which s/he was employed on terms and conditions not less favourable than those which would have applied if s/he had not been absent.

7.3 The employee is entitled to return to the same job or, if it is not reasonably practicable to do so, to a job which is both suitable for him/her and appropriate to the circumstances. The terms and conditions of service shall be the same as would have been applied to him/her if he/she had not been absent.

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7.4 Employees who wish to return to work on other working arrangements on returning from adoption leave must make a request under the Flexible Working Policy.

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8. Shared Parental Leave

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adoption leave and to share the untaken balance of leave and pay with the adopter to work early from adoption leave and opt into SPL at a

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8.2 In order to be able to take adoption leave and his/her partner must meet various eligibility requirements, including the adopter curtailing his or her adoption leave

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8.3 [Please see the Company's Adoption Leave and Parental Leave policy for more information].

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9. Data Protection

9.1 When managing an employee's adoption leave and pay, the Company will store personal information gathered will be held in accordance with the Company's Data Protection Policy.

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This policy has been approved & authorised by:

Name: <<Insert Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

Resources Manager>>

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