



St. George's, University of London
POLICIES AND PROCEDURES
ADOPTION LEAVE

1. General Information

- 1.1 Adoption Leave and pay, as set out in this section, will be available to newly placed adoptions only. They will not normally apply to step family adoptions or for adoptions by a child's existing foster carers. However, exceptional circumstances will be taken into account when coming to a decision.
- 1.2 This policy does not cover overseas adoptions. Specific advice should be sought from your HR Administrator/Manager regarding Adoption Leave and Pay if you are considering adopting a child from overseas. Many of the provisions will be the same, but there are some variations due to differences in the adoption process.
- 1.3 Adoption Leave will be available to:
- an adoptive parent who is matched with a child by an approved adoption agency,
 - to employees who give their employer a matching certificate from an approved adoption agency to support their entitlement to leave,
 - both married couples, civil partnered couples and individuals who adopt and for,
 - placements of children up to the age of 18 years.
- 1.4 Where a couple adopt a child, whether married, in a civil partnership, or unmarried /not in a civil partnership only one partner will be entitled to take the leave, with the other partner entitled to two weeks' Parental Leave Related to Maternity.
- 1.5 For interrupted placements, Adoption Leave ends eight weeks after the event.
- 1.6 Employees rights are equivalent to statutory maternity leave provisions and the St George's Maternity Leave Scheme, in accordance with set eligibility criteria.
- 1.7 Adoption Leave can begin on any day of the week
- 1.8 Only one period of leave can be taken irrespective of whether more than one child is placed for adoption as part of the same arrangement.

2. St. George's, University of London Adoption Leave Scheme and Pay

- 2.1 To qualify for St. George's Adoption Leave Scheme, an employee must have been continuously employed by St. George's for a minimum period of 12 months prior to the week in which the approved match

with the child is made.

- 2.2 An employee who is absent from work on the grounds of adoption leave and who has given notice under paragraph 2.6 and whose average weekly earnings are £97 or more (before tax), shall be granted the following:

- 8 weeks leave on full pay (this will include any relevant SAP)
- 16 weeks on half pay plus SAP (paid at the standard rate of the lesser of £128.73, as at 03/04/2011, or 9/10ths of average weekly earnings) 15 weeks on SAP only (paid at the standard rate paid at the standard rate of the lesser of £128.73, as at 03/04/2011, or 9/10ths of average weekly earnings) up to 13 weeks unpaid leave

No combination of payments should exceed full pay. St George's may, at its discretion, extend the period of paid or unpaid leave in cases of hardship.

******If participating in PensionsPlus your Occupational Adoption pay is based on your "Notional Salary" i.e your salary before PensionsPlus reduction. This ensures that your Occupational Adoption Pay is not affected by either participating or not participating in PensionsPlus. For more information about PensionsPlus at SGUL please see our PensionsPlus page on the portal.***

3. Statutory Adoption Leave and Pay Provisions

- 3.1 Ordinary Adoption Leave is for 26 weeks followed by a further 26 weeks Additional Adoption Leave.
- 3.2 Statutory Adoption Pay (SAP) is set at 9/10ths of the employees average weekly earnings for 6 weeks and the basic rate of statutory adoption pay for a further 33 weeks set at the lesser of £128.73 (as at 03/04/2011) or 9/10ths of average weekly salary.
- 3.3 An employee should have 26 weeks of continuous service by the week in which the approved match with the child is made, and is calculated from the date adopters are notified of their match with a child.
- 3.4 Statutory Adoption Pay is paid at the same rate as Statutory Maternity Pay, which is the lesser of £128.73 per week (as at 03/04/2011) or 9/10ths of average weekly salary.

******Employees who do not qualify for Occupational Adoption Pay and solely have an entitlement to SAP and make their pension payments as a salary sacrifice, known as PensionsPlus, will have their adjusted average salary topped-up by the University to the pre-adjusted salary so that they receive the same level of SAP they would have received if they had not sacrificed part of the salary for pension purposes only.***

4 Additional Parental Leave Related to Maternity' and Paternity Pay

If you and your opposite sex or same sex partner receive notification that you are matched with a child for adoption on or after 3 April 2011 you may be eligible for Additional Paternity Leave and pay. Please refer to the

Parental Leave related to Maternity Policy for details in relation to eligibility and entitlements

5. General Provisions

- 5.1 Employees are required to provide a matching certificate from the adoption agency stating when the child or children is or are expected to be placed with them, and when they want the adoption leave to start.
- 5.2 If employees change the date on which they want the adoption leave to begin, they must give 28 days notice (if this is reasonably practical).
- 5.3 Employees are required to inform their supervisor and the Human Resources Department of their intention to take adoption leave within seven days of being notified by their adoption agency that they have been matched with a child for adoption unless this is not reasonably practical.

6. Keeping in Touch Days

- 6.1 An employee may with the agreement of the Head of Division, carry out up to 10 days work during his/her statutory adoption leave period without bringing the adoption leave to an end. In accordance with legislation, any work carried out on any day shall constitute a full day's work.
- 6.2 Work means any work done under the contract of employment and may include training, attending meetings and committees or any activity undertaken for the purposes of keeping in touch with the workplace.
- 6.3 It should be noted however, that this provision does not confer any right on St George's to require any work to be carried out during the statutory adoption leave period, nor any right on an employee to request work during this period. There is also no obligation on either side to make use of these days.
- 6.4 Any days' work carried out will not have the effect of extending the total statutory adoption leave period.

(Amended April 2009 to reflect increase in Statutory Adoption Pay effective from 5.4.2009)
(Amended March 2011 to reflect increase in Statutory Adoption Leave Pay w/e 03/04/2011)
(Amended June 2012 to incorporate PensionsPlus statement)
(Amended August 2012 to meet Stonewall's WEI criteria).