Patern

pany Name>> Adoption within Great Britain)

1. Introduction

- 1.1 It is to as po respondent
- 1.2 This policy
- 1.3 In this the country the co

2. Aims of the

- 2.1 To pr and s
- 2.2 To co Com Statu Com

3. Adoption a

- 3.1 Empl adop
- 3.2 Empl appo unpa adop

4. Paternity Le

- 4.1 Empl perio
- 4.2 The exparts adop with the relation broth
- 4.3 The of the
- 4.4 Leav child'

Name>>("the Company") to ensure that as far e able to combine their career and family that it is vital for employees to support their n of their children.

child is adopted within Great Britain and the rseas adoptions.

dopter" refer to a person who is matched with has elected to take adoption leave to care for mployee" refer to the employee who has also or adoption (but is not the adopter) and who ernity leave in accordance with this policy.

e time they need to care for their adopted child

Note: This phrase can be used if you want your ay to go beyond the statutory provision for t out below [] the obligations imposed on the

ake time off to accompany their partner to ight applies from the start of employment.

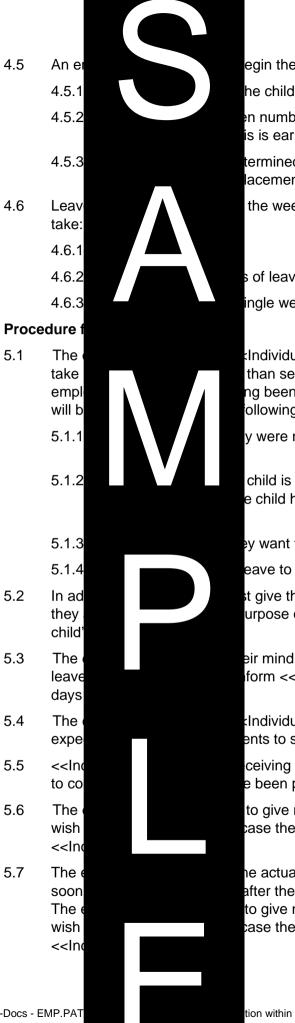
time off to attend a maximum of two adoption im of 6.5 hours per appointment. This time off is time off will be granted for attendance at

ontinuously employed by the Company for a ding with the week that the employee receives tched with the child; and

her of the child, or be married to, or the civil Id's adopter. "Partner" in relation to a child's ther of a different sex or the same sex, who lives I in an enduring family relationship but is not a ive is defined as a parent, grandparent, sister,

expect to have, responsibility for the upbringing

ng the period beginning with the date of the 52 weeks after that date.



egin their leave:

he child is placed with the adopter

n number of days after the date of the child's is is earlier or later than expected)

termined date which is later than the first day of lacement.

the week, and the employee can choose to

s of leave

ingle weeks of leave.

Individual/Title>> of the employee's intention to than seven days after the date on which the ng been matched with the child. The employee ollowing information:

v were notified of having been matched with the

child is expected to be placed with the e child has already been placed for adoption, the

ey want to take

eave to start.

t give the Company a signed declaration that urpose of caring for a child or supporting the

eir mind about the date on which they want their form <<Individual/Title>> in writing at least 28

Individual/Title>> in writing of the date they ents to start at least 28 days in advance.

ceiving the above details, write to the employee e been provided.

to give notice of their return to work unless they ase they must give notice to

ne actual date of placement to the employer as after the child has been placed with the adopter. to give notice of their return to work unless they ase they must give notice to

5.

6. Paternity Le 6.1 **[Wh** for St 6.2 Statu at the or 90 Pres 6.3 **Empl** limit f **Empl** able 6.4 **Furth** Bend OR 6.5 [The provi 7. Rights duri 7.1 All er 7.1.1 7.1.2

le for Paternity Leave, they may also be eligible

will be paid for up to two weeks and will be paid e (Please check gov.uk website for current rate) rage weekly earnings if they are less than the

ige weekly earnings below the lower earnings I not qualify for Statutory Paternity Pay ("SPP"). for SPP, or who are normally low paid may be ille on Paternity Leave.

e from your local Jobcentre Plus Office or

ave Pay goes beyond the statutory provision and Leave for <<State Period e.g. 2 weeks>>.]

od

ing rights whilst absent on Paternity Leave:

act of employment subsists throughout their eave and they will continue to benefit from their f employment, except for the right to

ment of Paternity Leave the employee will be ements for covering their work and for remaining npany whilst they are on leave. As far as ments will be finalised in consultation with the reasonably involved in decisions relating to the rangements to cover their Paternity Leave.

ernity Leave will remain on circulation lists for and other documents and will be included in ted social events as if they were still at work. employee has executive/managerial/supervisory mpany will try to ensure that the employee is or consultation about key decisions taken in their

possible we will seek to defer key decisions until from Paternity Leave.]

entitled to return to the same job following

8. Shared Pare

8.1 Emp leave take leave

7.1.3

7.1.4

7.1.5

e both paternity leave and shared parental lity leave must come first. An employee cannot has already taken a period of shared parental hild.

- 8.2 SPL
- 8.3 In ord eligib and e leave
- 8.4 [For Polic

9. [Post-Pater

- 9.1 On the with the flexib
- 9.2 The object was worked time of the object was also become a superior of the object with the object was also become a superior of the object with the object was also become a superior of the object w
- 9.3 [Employed Pater requestion durated parts of the content of the

This policy has be

Name:

Position:

Date:

Signature:

of at least one week.

oyee and his/her partner must meet various we complied with the relevant curtailment, notice cluding the mother curtailing her maternity

ompany's separate Shared Parental Leave

ork from Paternity Leave, they will be provided no whether they wish to be considered for

working will depend on the needs of the business orking parents will be interested in reducing their their return from Paternity Leave or SPL. onable efforts to accommodate requests for part-of flexible work arrangements, provided that the effectively carried out on such a basis.]

they would prefer to postpone a return from n period may qualify for Parental Leave and/or o <<Specify number of Months or Years>> mes will be provided upon request.]

ed by:

g. Human Resources Manager>>

