

1. Introduction

- 1.1 It is the Company's policy to ensure that as far as possible employees are able to combine their career and family responsibilities. It is vital for employees to support their partners in the care of their children.
- 1.2 This policy applies to employees whose child is adopted within Great Britain and the policy does not apply to overseas adoptions.
- 1.3 In this policy "adopter" refer to a person who is matched with the child and has elected to take adoption leave to care for the child. "Employee" refer to the employee who has also been matched with the child for adoption (but is not the adopter) and who wishes to take adoption leave in accordance with this policy.

2. Aims of the policy

- 2.1 To provide employees with the time they need to care for their adopted child and support their partner.
 - 2.2 To comply with the Company's commitment to the Statutory Code of Practice for the adoption of children.
- Note: This phrase can be used if you want your company to go beyond the statutory provision for adoption leave set out below.] the obligations imposed on the company.

3. Adoption and adoption leave

- 3.1 Employees who are matched with a child for adoption will be granted time off to accompany their partner to the adoption appointment. This time off applies from the start of employment.
- 3.2 Employees who are matched with a child for adoption will be granted time off to attend a maximum of two adoption appointments. This time off is unpaid. The maximum of 6.5 hours per appointment. This time off is granted for attendance at the adoption appointment.

4. Paternity Leave

- 4.1 Employees who are continuously employed by the Company for a period of at least 26 weeks ending with the week that the employee receives notification of the adoption of the child; and
- 4.2 The employee is the biological father of the child, or be married to, or the civil partner of, the child's adopter. "Partner" in relation to a child's adopter means a person of a different sex or the same sex, who lives with the adopter in an enduring family relationship but is not a biological parent. "Partner" is defined as a parent, grandparent, sister, brother or other relative.
- 4.3 The employee expects to have, responsibility for the upbringing of the child.
- 4.4 Leave is granted during the period beginning with the date of the adoption and ending 52 weeks after that date.

- 4.5 An employee must begin their leave:
- 4.5.1 when the child is placed with the adopter
 - 4.5.2 a set number of days after the date of the child's placement (this is earlier or later than expected)
 - 4.5.3 a predetermined date which is later than the first day of placement.
- 4.6 Leave must be taken in whole weeks, and the employee can choose to take:
- 4.6.1 any number of weeks of leave
 - 4.6.2 any number of days of leave
 - 4.6.3 any number of single weeks of leave.
5. **Procedure for taking leave**
- 5.1 The employee must notify <<Individual/Title>> of the employee's intention to take leave at least seven days after the date on which the employee has been matched with the child. The employee must provide the following information:
- 5.1.1 the date they were notified of having been matched with the child
 - 5.1.2 the date the child is expected to be placed with the adopter. If the child has already been placed for adoption, the date of placement
 - 5.1.3 the number of weeks they want to take
 - 5.1.4 the date the leave is to start.
- 5.2 In addition, the employee must give the Company a signed declaration that they intend to take leave for the purpose of caring for a child or supporting the child's development.
- 5.3 The employee must inform <<Individual/Title>> of their mind about the date on which they want their leave to start. <<Individual/Title>> must form <<Individual/Title>> in writing at least 28 days before the date the leave is to start.
- 5.4 The employee must inform <<Individual/Title>> in writing of the date they want their leave to start at least 28 days in advance.
- 5.5 <<Individual/Title>> must, on receiving the above details, write to the employee to confirm that the details have been provided.
- 5.6 The employee must give notice of their return to work unless they wish to take more leave. In this case they must give notice to <<Individual/Title>> at least 28 days before the date they want to return to work.
- 5.7 The employee must inform <<Individual/Title>> of the actual date of placement to the employer as soon as possible after the child has been placed with the adopter. The employee must give notice of their return to work unless they wish to take more leave. In this case they must give notice to <<Individual/Title>> at least 28 days before the date they want to return to work.

6. Paternity Leave

- 6.1 [Where an employee is eligible for Paternity Leave, they may also be eligible for Statutory Paternity Pay (SPP).]
- 6.2 Statutory Paternity Pay will be paid for up to two weeks and will be paid at the same rate as the employee's normal earnings (Please check gov.uk website for current rate) or 90% of the employee's average weekly earnings if they are less than the Prescribed Weekly Earnings Limit.
- 6.3 Employees with average weekly earnings below the lower earnings limit for SPP will not qualify for Statutory Paternity Pay ("SPP"). Employees who are not eligible for SPP, or who are normally low paid may be eligible for Paternity Leave.
- 6.4 Further information can be obtained from your local Jobcentre Plus Office or Benefits Adviser.
- OR**
- 6.5 [The employer's Paternity Leave Pay goes beyond the statutory provision and provides for a longer period of leave for <<State Period e.g. 2 weeks>>.]

7. Rights during Paternity Leave

- 7.1 All employees retain their employment rights whilst absent on Paternity Leave:
- 7.1.1 The continuity of employment subsists throughout their Paternity Leave and they will continue to benefit from their employment, except for the right to
- 7.1.2 During the period of Paternity Leave the employee will be entitled to receive payments for covering their work and for remaining in the company whilst they are on leave. As far as possible, arrangements will be finalised in consultation with the employee and they will be reasonably involved in decisions relating to the arrangements to cover their Paternity Leave.
- 7.1.3 During Paternity Leave will remain on circulation lists for company documents and other documents and will be included in company social events as if they were still at work. The employer will ensure the employee has executive/managerial/supervisory responsibilities and the company will try to ensure that the employee is consulted about key decisions taken in their absence.
- 7.1.4 Where possible we will seek to defer key decisions until the employee returns from Paternity Leave.]
- 7.1.5 Employees are entitled to return to the same job following

8. Shared Parental Leave

- 8.1 Employees can take both paternity leave and shared parental leave. Shared parental leave must come first. An employee cannot take paternity leave if they have already taken a period of shared parental leave with their child.

- 8.2 SPL of at least one week.
- 8.3 In order to be eligible for Shared Parental Leave, an employee and his/her partner must meet various conditions. The employee must have complied with the relevant curtailment, notice and election requirements, including the mother curtailing her maternity leave.
- 8.4 [For more information, please refer to the company's separate Shared Parental Leave Policy.]
9. **[Post-Paternity Leave]**
- 9.1 On the return from Paternity Leave, they will be provided with the option of flexible working, depending on whether they wish to be considered for flexible working.
- 9.2 The availability of flexible working will depend on the needs of the business. Working parents will be interested in reducing their working hours prior to their return from Paternity Leave or SPL. The Company will make reasonable efforts to accommodate requests for part-time or flexible work arrangements, provided that the request can be effectively carried out on such a basis.]
- 9.3 [Employees who would prefer to postpone a return from Paternity Leave for a specified period may qualify for Parental Leave and/or Shared Parental Leave. The duration of the leave will be <<Specify number of Months or Years>> and the terms will be provided upon request.]

This policy has been approved by:

Name:

Position:

Date:

Signature: