

## 1. Introduction

- 1.1 It is the policy of << to ensure that as far as possible our employees are able to balance work and family responsibilities. We recognise that parents have family responsibilities and have put this policy in place in order to support employees who have adopted, or wish to adopt, children.
- 1.2 This policy sets out the entitlement to adoption leave and pay for employees who are adopting a child from overseas.
- 1.3 Adoptions through adoption agencies or fostering a child with a view to adoption or having a child placed for adoption are not covered in this policy. [See separate policy for foster care.]
- 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.)
- 1.5 This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we reserve the right to amend it at any time.

## 2. Time Off for Adoption Appointments

- 2.1 Employees who are attending an adoption appointment are entitled to take time off to attend the appointment is to enable the employee to have contact with the child before the placement) and for the employee to bond with the child before the placement. (e.g. to meet with the professional responsible for the child).
- 2.2 An employee adopting a child jointly with their partner is entitled to take paid time off to attend up to five adoption appointments. If an employee is part of a couple jointly adopting a child, only one of them can elect to take paid time off to attend up to five adoption appointments. The other can elect to take unpaid time off to attend up to five adoption appointments.

## 3. Entitlement

- 3.1 In order for employees to be eligible for adoption leave, they must have received an official notification from the relevant domestic authority that it is prepared to issue, or has issued, a certificate to the overseas authority concerned confirming that the adopter is eligible to adopt and has been approved as being a suitable adoptive parent.

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## 6. Rights during Adoption Leave

- 6.1 During OAL and AAL, the employee's contract of employment subsists throughout his/her adoption leave and he/she will continue to benefit from his/her normal terms and conditions of employment or the right to remuneration.
- 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 amount of any adoption leave s/he is receiving unless the employee informs <<State e.g. the employee or she wishes to make up the shortfall.
- 6.3 Employees can agree to carry out any work (or attend training) for up to 10 days during their Adoption Leave. The Company has no right to require employees to carry out any work and employees have no obligation to carry out any work during Adoption Leave. Employees will be paid at the same rate of pay for time spent working on a KIT day and this entitles them to adoption pay entitlement.
- 6.4 The Company may maintain contact with the employee during adoption leave, although at a minimum.

## 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 wish to return to work early must give the Company 14 days' notice. Employees who do not give notice will be in breach of their contract of employment in accordance with their contract of employment.
- 7.2 On returning from Adoption Leave, employees are entitled to return to the job in which s/he was employed or to a job which is both suitable for s/he and less favourable than the one s/he was employed in, 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 a job which is both suitable for him/her and appropriate in 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.
- 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.

## 8. Shared Parental Leave

- 8.1 Shared Parental Leave (SPL) allows employees to commit to ending their adoption leave and to share the untaken balance of adoption leave and pay with their partner. Employees can opt into SPL at any time during their adoption leave and can opt out at any time.
- 8.2 In order to be able to take Shared Parental Leave, the employee and his/her partner must meet the following criteria:

various eligibility requirements, including the adopter's compliance with the necessary curtailment, notice and other requirements, including the adopter curtailing his or her adoption leave.

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

## 9. Data Protection

- 9.1 When managing an employee's 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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