

**ADOPTION LEAVE GUIDE**  
(Adoption within the UK)

This Guide includes useful information that all adopting employees will need to know and takes

- 3.3 Adoption leave can start the day your child is placed for adoption or up to 14 days earlier.
- 3.4 In order to assist you in fulfilling your notification obligations, the College has a n '[Application Form for Adoption Leave and Pay](#)' (Appendix B) which you will need to complete and return to Human Resources no later than 7 days after the date on which notification of a match with your child has been provided by the adoption agency. On receipt of this form (or letter of notification) Human Resources will write to you (within 28 days) to confirm the date on which the College expects you to commence adoption leave and the date you are expected to return to work.
- 3.5 You are able to change your mind about when you want your adoption leave to start, however, you must give Human Resources and your line manager at least 28 days notice before either the new start date or the original proposed start date – whichever is sooner (unless this is not reasonably practicable).
- 3.6 Matching certificate – In order to receive adoption leave and pay the College requests that you provide the original 'Matching Certificate' from the adoption agency. A copy cannot be accepted.
- 3.7 Failure to comply with the above requirements may affect your right to receive adoption leave and pay.

#### 4 ARRANGING YOUR ADOPTION LEAVE

- 4.1 Adoption leave can start on the day the child is placed for adoption, or up to 14 days before your child is placed with you.
- 4.2 Providing you are adopting a child through an approved adoption agency you will be entitled to up to 52 weeks adoption leave. Your entitlement is to take up to 26 weeks Ordinary Adoption Leave followed immediately by up to 26 weeks Additional Adoption Leave.
- 4.3 During both ordinary and additional adoption leave, you are entitled to claim it from any of your iTc-01 (e.g. Tenj 01004p.16) City

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| Weeks | Entitlement  |
|-------|--|
| 1-8   | Full pay (inclusive of SAP, see section 6)   |
| 9-26  | 50% of full pay plus standard rate of SAP. However, if these two amounts add up to more than your normal full pay, your pay will be reduced so that you do not receive more than your normal full pay. |
| 27-39 | <a href="#">Standard rate of SAP</a> only .  |
| 40-52 | Unpaid   |

Please note that if you subsequently decide not to return to work, or do so for less than three months, you will be required to repay your OAP.

For Employees

[Standard Rate of SAP](#) (or 90% of average weekly earnings if less than standard rate of SAP)

10 PENSION

10.1 If an employee is a member of one of the College's Pension Schemes, contributions will be

13.4 If you are selected for redundancy your entitlement to OAP will cease on the date your employment is terminated. You will still be entitled to your SAP. If you are made redundant you will not be required to repay OAP unless you unreasonably refuse an offer of suitable alternative employment.

#### 14 CHANGING WORKING PATTERN (FLEXIBLE WORKING)

14.1 Flexible working is a provision that can enable you to adjust, by agreement with your line manager, the balance between your home and work responsibilities, subject to operational and business needs. For further details on eligibility and the procedure for applying for flexible working please refer to the ['Flexible Working Guide'](#). This can be found on the HR website.

#### 14.2 Flexible Working – How it affects your occupational pay

If you return back to work following your adoption leave for a minimum of 3 months you will not be required to pay back any of your adoption pay. If you return back to work on reduced hours the time you will be expected to work in order to avoid having to pay back OAP will be increased in proportion to your new contractual hours.

14.3 For example if you were working full time before your adoption leave but then returned back to work on a 50% contract you would need to work for 6 months in order to avoid having to pay back any OAP.

#### 15 CHILDCARE VOUCHERS

15.1 The College offers parents or carers of children up to the age of 15 (or the age of 16 if disabled) the opportunity to enter the College's Childcare Voucher Scheme with Edenred.

15.2 Childcare vouchers offer an effective and flexible approach for working parents to save money on childcare and can be used to pay for any registered childcare provision including a childminder, nursery, crèche, nanny or out of school club.

15.3 If you would like more information on the College's Childcare Voucher Scheme please contact one of the HR Operations Team or have a look on the Human Resources page on the intranet.

#### 16 IF YOU DECIDE NOT TO RETURN TO WORK OR LEAVE AFTER RETURNING

16.1 If you have notified the College that you will be returning to work, but subsequently decide not to, you will be required to pay back the OAP paid to you by the College. You will not be required to pay back any SAP which you have received.

16.2 You will also be asked to repay your OAP if you leave within 3 months of returning to work.

16.3 If you decide not to return to work, you are required to give the appropriate notice as specified in the contract of employment.