




Adoption Leave Policy

A handwritten signature in black ink, appearing to read "Dawn Laverick-Brown".

Signed  Governor

Dawn Laverick-Brown

Print Name

Date: February 2020
Adopted Model policy HCC HR Services

Review: April 2021

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1. Eligibility

Adoption Leave is available to employees who have worked continuously for your employer for 26 weeks ending with the week in which you are notified of being matched with a child for adoption.

2. Notice of intention to take adoption leave

You are required to inform your employers of their intention to take adoption leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. You need to tell your employers:

- When the child is expected to be placed with you and
- When you want your adoption leave to start.

You can change your mind about the date on which you want your leave to start providing you tell your employer at least 28 days in advance (unless this is not reasonably practicable).

Matching Certificate: Employees must give their employer documentary evidence – from their adoption agency as evidence of their entitlement to SAP. Employers can also ask for this as evidence of entitlement for adoption leave. Employees should ask their adoption agency for this documentary evidence, which may be provided in the form of a matching certificate which includes basic information on matching and expected placement dates.

3. Amount of adoption leave

You are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

You can choose to start your leave:

- from the date of the child's placement (whether this is earlier or later than expected), or
- from a fixed date which can be up to 14 days before the expected date of placement. Leave can start on any day of the week.

Only one period of leave is available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, the adopter can continue adoption leave for up to eight weeks after the end of the placement.

4. Statutory adoption pay

Statutory Adoption Pay is paid for up to 39 weeks. The rate of Statutory Adoption Pay is the same as the standard rate of Statutory Maternity Pay or 90% of average weekly earnings whichever the lower is.

5. SAP Entitlement

Employees who have been continuously employed for at least 26 weeks ending with the week in which he or she is notified of having been matched with the child. The employee is entitled to 39 weeks' statutory adoption pay. The first six weeks is payable at 90% of the

employee's average weekly earnings and the next 33 weeks of payment at £145.18 (or 90% of his or her average weekly earnings if this figure is less than the statutory rate.

6. Keeping in touch days

You may undertake 10 'Keeping in Touch Days' during your Adoption leave. This allows you to work under your contract of employment for up to 10 days and receive payment as agreed with your Headteacher.

7. Return to work after adoption leave

If you intend to return to work at the end of your full adoption leave entitlement do not have to give any further notification to your employers.

Should you wish to return to work before the end of your adoption leave period, you must give your employer's 28 days' notice of the date you intend to return.

Appendix 1: Notification of intention to take Adoption Leave

On completion please hand this form to your Headteacher.

Personal Details

Name.....

Home Address.....

.....Post Code

Home Telephone Number.....

School.....School Ref. No.....

Post Held

Leave

The child's placement is due to take place on

A matching certificate issued by an adoption agency confirming that I have been matched for adoption is enclosed with this form

I would like to start my adoption leave on

Pay

If eligible, the Occupational Adoption Pay equivalent to 12 weeks half pay for non-teaching staff and 7 weeks for teaching staff is conditional upon returning to work for 3 months following maternity leave to Hertfordshire County Council, another local government or associated employer or a new employer following a TUPE in the same post (but excluding new employment with an Academy or Free School).

If you want to return early from your Adoption Leave you must give your Headteacher at least 21 days' notice.

I confirm that the child whom I am adopting has been newly matched by an approved adoption agency and I am the only individual taking adoption leave in respect of the adoption of this child

Signed Date

Appendix 2: Notification of intention to take Paternity Leave (Adoption)

On completion please hand this form to your Headteacher no later than 15 weeks before the EDC, unless this is not practicable.

Part 1
Personal details
Preferred title.....
Full name.....
Home Address.....
.....Post Code
Home Telephone Number.....
National Insurance Number.....
Personnel Number.....
School..... School Ref. No.....
Post Held.....
Your dates for pay and leave
The adoption placement is due to commence on
Date you would like adoption pay and leave to commence
I'd like to be away from work for <input type="checkbox"/> one week <input type="checkbox"/> two weeks
I would like to take Additional Paternity Leave commencing on..... and will be returning on.....
<i>You must be able to tick all boxes to get adoption leave and pay.</i>
<input type="checkbox"/> I have responsibility for the child's upbringing
<input type="checkbox"/> I will take off work to support the mother or care for the child
<input type="checkbox"/> The information provided in this application is true and accurate <u>and</u> I enclose herewith a copy of the matching certificate issued by an adoption agency confirming that I have been matched for adoption.

Teachers only

I have been continuously employed with Hertfordshire County Council for 26 weeks or more.

Signed Date

Signed Date

Headteacher

For HCC use only

Option payable (Delete as applicable)	
<input type="checkbox"/> One/two week(s) without pay	<input type="checkbox"/> One/two week(s) with SPP only
<input type="checkbox"/> One/two week(s) with full pay	<input type="checkbox"/> Additional paternity pay (____weeks)

PART 2

Adopter's Declaration

To be completed by the mother of the child or the person who took Adoption Leave/Pay:

Your first name	Your surname	National Insurance Number									

Your address

My adoption leave started on:	I have given notice to my employer that I will return to work on:	
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During my period of maternity/adoption leave I was entitled to Statutory adoption pay (please tick to confirm)

(please tick all boxes)

I confirm that the person named in Part 1:

Is the biological father of the child or my spouse, civil partner or partner

Has, or expects to have, the main responsibility (apart from my responsibility) for the upbringing of the child		<input type="checkbox"/>					
Is, to my knowledge, the only person exercising the entitlement to additional paternity leave, and is the sole applicant for additional statutory paternity pay (if applicable), in respect of my child		<input type="checkbox"/>					
I consent to Hertfordshire County Council processing such of my information as is contained in this form.							
Signature		Date					