

The Grange School

Adoption Leave Policy

February 2017
To review February 2020

The Grange School
ADOPTION LEAVE AND ADOPTION SUPPORT LEAVE

1. Introduction

1.1 For those who adopt there may be a right to paid adoption leave, which is available to one member of the adopting couple. To qualify for adoption leave an employee must be newly matched with a child for adoption by an approved adoption agency and have worked continuously for their employer for 26 weeks ending with the week in which they are notified of being matched with a child for adoption.

2. Entitlement to Adoption Leave and Pay

2.1 Adopters will be 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. Statutory Adoption Pay (SAP) will be paid by employers for up to 39 weeks for those employees whose average weekly earnings exceed the Lower Earnings Limit (LEL).

2.2 Adopters will be required to inform their employers of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable. The adopter will be able to change their mind about the date on

which they want their leave to start providing they tell their employer at least 28 days in advance (unless this is not reasonably practicable). They will be required to tell their employer the date they expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

2.3 The adopting employee will be required to inform their employers when the child is expected to be placed with them and when they want their adoption leave to start. Employers will be required to respond to a request to take adoption leave within 28 days of receiving the notification.

3. Adoption Support leave

3.1 Following the placement of a child for adoption, the new rights to maternity support leave and pay will give eligible employees the right to take paid leave to care for their new child or support the adopter.

3.2 To be entitled to adoption paternity leave and pay the employee will need to have worked continuously for their employer for 26 weeks leading into the week in which the adopter is notified of being matched with a child, be the adopter's spouse or partner, and to have or expect to have responsibility for the child's upbringing.

3.3 Employers can ask their employees to provide a self-certificate as evidence that they meet these eligibility conditions.

3.4 The entitlement to Adoption Support leave and pay is the same as normal Maternity Support Leave.

3.5 The member of staff should be expected to give as much notice as possible of his/her intention, and at least 21 days unless this is not reasonably practicable. The member of staff should indicate a likely date of return at the commencement of the absence and should be required to give a minimum of a week's notice of the actual date of return.

Date of most recent review: February 2017

Date of next review: February 2020 or sooner if required