



Adoption Leave Provisions effective from April 2019

Adoption Rights A guide for employees of the University of Bolton

Adoption leave and pay (if applicable) will give eligible employees the right to take paid leave when a child is newly-placed for adoption. Adoption leave and pay (if applicable) is available to:

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- adoption leave)

Qualifying Criteria for Adoption Leave:

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- notified of being matched with a child for adoption.

Note adoption leave and pay are not available in circumstances where the child is not newly placed for adoption. For example, a step-

Leave Entitlement:

An employee adopting a newly-placed child is entitled to 26 weeks ordinary adoption leave followed immediately by up to 26 weeks additional adoption leave.

An employee can choose to start their leave:

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Adoption leave can commence on any day of the week.

Note As part of the same arrangement, only one period of leave is available, irrespective of whether more than one child is placed for adoption.

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- leave for up to eight weeks after the end of the placement.

Right to take time off to attend adoption appointments

The Children and Families Act 2013 introduces a new right to attend adoption appointments. The main adopter will be able to take time off to attend up to five, while the secondary adopter will be entitled to take time off for up to two such appointments

Documentation required by the Employer:

The employee must provide the University with documentary evidence that they are adopting a child through an adoption agency. Evidence may be provided by either a letter from the agency confirming that the adopter/employee has been matched with a child, or a Matching Certificate. The evidence must be provided at least 28 days before the pay period commences (unless this is not reasonably practicable).

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Notification by the employee of their intention to take Adoption Leave:

The employee will be required to inform the University of their intention to take adoption leave within 7 days of being notified by the adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable.

I a SAP SAP U HR service.
Form SAP1 notifies the employee why they do not qualify for SAP.

An employee who does not qualify for SAP may be able to receive Income Support. Form SAP1 should be supplied by the employee to Job CentrePlus to establish if other benefits are payable.

If the employee is contributing to a Pension scheme through salary, they need to be aware that whilst on unpaid Adoption Leave there are implications in respect of their active membership of the scheme. The employee should seek guidance from Human Resources with regard to the implications of unpaid leave in respect of service/active membership in the relevant Pension scheme.

