

# COLWICH PARISH COUNCIL



## PD113 ADOPTION LEAVE

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## ADOPTION LEAVE

# Adoption Leave – PD113

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	January 2017

**This document version was reviewed by:**

Employment Committee

**This document version was approved by:**

Full Council	May 2025
Chairman of Council	W Plant

**Document Review Schedule:**

Next Mandatory Review by:	May 2026
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## Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1	09/2018	PD114-01	Initial Issue	NA
3	10/2021	PD114-03	New Chairman Annual review	None
4	10/2022	PD114-04	Annual review	None
5	12/2023	PD114-05	Annual review	6
6	05/2025	PD113-06	Annual review New number	All

## ADOPTION LEAVE

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## ADOPTION LEAVE

### 1 INTRODUCTION

- 1.1 This policy reflects adoption rights set out in the Paternity and Adoption Leave Regulations 2002, the Statutory Adoption Pay (General) Regulations 2002 and the Work and Families Act 2006 and applies to parents of children placed for adoption on or after 6 April 2003.
- 1.2 Adoption rights do not extend to stepfamily adoptions or adoptions by foster parents.
- 1.3 Only one partner in a joint adoption shall be able to take adoption leave, the other partner may be eligible to take "paternity leave".
- 1.4 The entitlement extends to one period of adoption leave only, regardless of the number of children placed at one time.

### 2 ADOPTION RIGHTS

- 2.1 Adoption rights fall into three main categories:
  - 2.1.1 Adoption Leave.
  - 2.1.2 Statutory Adoption Pay. (SAP)
  - 2.1.3 Protection against unfair treatment or dismissal.

### 3 ADOPTION LEAVE

How much adoption leave can an official take?

- 3.1 One adoptive parent can request *26 weeks Ordinary Adoption Leave (OAL)* and a further period of *26 weeks Additional Adoption Leave (AAL)* if they meet the following criteria:
  - 3.1.1 The child is 'newly' matched or placed for adoption on or after 6 April 2003.
  - 3.1.2 The child is under the age of 18.
  - 3.1.3 The official has been continuously employed for at least 26 weeks ending with the week in which the adoption agency notified him/her of being matched with the child.
  - 3.1.4 The official has completed an Adoption Leave Request form.

When can adoption leave start?

- 3.2 The official can choose to start their adoption leave on:
  - 3.2.1 The date the child is placed.
  - 3.2.2 A predetermined date, no more than 14 days before the date the child is expected to be placed with the official and no later than that date.

Notification Time

- 3.3 No more than 7 days after the date on which the official is notified of being matched with the child the official shall complete an Adoption Leave Request form confirming the following information:
  - 3.3.1 The date on which the child is expected to be placed for adoption.

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**3.3.2** The date on which he/she wishes the period of leave to begin (this date can be changed if notice of the change is given at least 28 days prior to the start date of the leave).

**3.4** The employer can also ask the official to provide one or more documents from the adoption agency which shows:

**3.4.1** Name and address of the agency.

**3.4.2** Name and date of birth of the child.

**3.4.3** Date the official was notified of being matched with the child.

**3.4.4** Expected date of placement.

**3.5** Within 28 days of receiving an official's notification the official shall be notified of the end date of their adoption leave.

**3.6** Where the official varies his/her notice the employer shall give its notice within 28 days of the start of the adoption leave.

## **4 ORDINARY ADOPTION LEAVE**

**4.1** An official is entitled to 33 weeks Ordinary Adoption Leave, which starts on the day the official has specified in his/her application unless the official has requested to start the leave on the date the child is placed, and he/she was at work on that day. In this situation the leave starts on the following day.

**4.2** During Ordinary Adoption Leave the official is entitled to the benefit of all terms and conditions which would have applied if he/she had not been absent, except remuneration, which is defined as wages or salary.

**4.3** An official shall be bound by any obligations in his/her terms and conditions, unless they are inconsistent with the right to take adoption leave.

## **5 ADDITIONAL ADOPTION LEAVE**

**5.1** An official who takes Ordinary Adoption Leave is also entitled to take Additional Adoption Leave, unless the Ordinary Adoption Leave ended prematurely. Additional Adoption Leave provides up to 1 year's leave in total.

## **6 ADOPTION PAY**

**6.1** Officials shall be entitled to Statutory Adoption Pay (SAP), of 90% of average weekly earnings for the first six weeks of leave and then £184.03, or 90% of average weekly earnings, for the remaining 33 weeks if they meet the following conditions (Statutory Adoption Pay is reviewed in April each year):

**6.1.1** Have been *employed continuously* for a minimum of 26 weeks ending with the week in which the adoption agency notified a match with the child.

**6.1.2** The *average earnings* in the 8 weeks up to the notification are at least £123 per week.

**6.1.3** Give notice for SAP 28 days before they want their pay to start

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- 6.2** If an official does not qualify for SAP because they have less than 26 weeks service at the qualifying date or because their earnings are below the lower earnings limit for national insurance, they may be entitled to receive State Adoption Allowance and shall contact their local Job Centre for advice.

## **7 ADOPTION PAY AND PENSION CONTRIBUTIONS**

- 7.1** The Local Government Superannuation Scheme regulations cover contributions when an official goes on adoption leave.
- 7.2** Officials shall normally pay contributions on any monies they receive
- 7.3** Contributions can only be stopped if an official opts out of the Local Government Superannuation Scheme as soon as they go on Adoption Leave. It is recommended that further guidance is obtained from the Payroll Manager before considering exercising this option.
- 7.4** Officials can choose to pay pension contributions on the period of unpaid adoption leave (part of Additional Adoption Leave).

## **8 PROTECTION AGAINST UNFAIR TREATMENT OR DISMISSAL**

- 8.1** During ordinary adoption leave an official retains the right to return to the same job on the same terms and conditions, unless a redundancy situation has arisen, in which case they shall be offered a suitable alternative vacancy.
- 8.2** If an official takes additional adoption leave, they shall normally be able to return to the same job. In rare circumstances where this is not reasonably practicable, i.e. because re-organisations have taken place, they shall be offered an alternative job that is suitable and appropriate.
- 8.3** Officials who believe they have been treated unfairly because of taking adoption leave can complain to an employment tribunal if they so desire.

## **9 OFFICIALS' RETURNING TO WORK**

- 9.1** Officials have the right to request a variation to their working pattern/hours on return from adoption leave via the Request to Flexible Working process. This may only be refused if there is an objective business reason.

## **10 ADOPTION LEAVE AND CONTINUOUS SERVICE**

- 10.1** Ordinary and Additional Adoption Leave shall count as continuous service for accrual of holiday entitlement, sick pay entitlement etc.

## **11 HOLIDAY ENTITLEMENT**

- 11.1** Officials shall accrue annual leave as if they had been at work all the time.

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- 11.2** If adoption leave spans the end of the leave year and they have not taken all their entitlement, they shall lose any leave accrued before March 31, except for 3 days carry over.
- 11.3** During OAL (ordinary adoption leave) officials continue to be entitled to Bank Holidays. Where a Bank Holiday falls within this period, the official shall be credited with the time. As with annual leave, only three days leave can be carried over into the next holiday year.
- 11.4** If any official resigns whilst on adoption leave their annual leave entitlement shall be calculated up to the date of their letter of resignation.
- 11.5** If an official does not return to work and has taken more leave than they are entitled to at the date of resignation, they shall be required to repay money in respect of any excess leave taken.

## 12 ADDITIONAL INFORMATION

### What if a placement is disrupted?

- 12.1** Where a placement is disrupted after adoption leave has commenced (i.e. notification received that the child shall not be placed, or the child is returned to the adoption agency) the official shall not be entitled to the full adoption leave period. Adoption leave shall end 8 weeks after the end of the week in which the disruption occurred.
- 12.2** The Chief Officer shall contact the official to discuss their needs in these circumstances. It may be appropriate to recommend external support agencies.
- 12.3** There is no extension to additional adoption leave if disruption occurs within the final 8 weeks.
- 12.4** Officials shall give 28 days' notice of early return, where this is practicable.

### What if an official decides not to return to work at the end of adoption leave?

- 12.5** An official shall give the normal notice applicable under their Contract of Employment if they do not intend to return to work at the end of their adoption leave.

## 13 REVIEW OF POLICY

- 13.1** This policy shall be reviewed on a regular basis to reflect any changes in employment legislation.

## 14 RECORDS

- 14.1** All written documentation shall be kept confidential and retained in accordance with the General Data Protection Regulations 2018.

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	

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