



ADOPTION LEAVE

It is Pillar Kincardine policy to assist staff to strike a balance between work and family commitments, and to make them aware of their rights as employees.

Entitlement

Adoption leave is time off work in order to care for a newly adopted child. In order to qualify, Pillar Kincardine employees with 26 weeks' or more service and must be newly matched with a child for adoption by an approved UK or overseas adoption agency. Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example where a step parent is adopting a partner's children.

Adopters will be entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional leave- a total of up to 52 weeks' leave. During adoption leave holiday entitlement will continue to accrue in the normal way and may be added to the end of the period of leave.

For the first 39 weeks most adopters will be entitled to Statutory Adoption pay (SAP). The final 13 weeks of adoption leave will usually be unpaid.

Procedure

Adopters must inform the Service Manager of their intention to take adoption leave within 7 days (so far as is reasonably practicable) of their being notified by the adoption agency that they have been matched with a child for adoption. Adopters must show proof of adoption and must inform the Service Manager when they expect the child to be placed and want the leave to start. Adopters who wish to return to work before the end of their adoption leave period must give the organisation 28 days notice of the date they intend to return.

Return

An employee returning to work normally after adoption leave does not need to give notice of his or her return. Employees who propose to return to work before the end of the adoption leave period must give at least 8 weeks' notice of the date on which they intend to return. If an employee fails to return without reasonable explanation after the maximum period of adoption leave to which they are entitled, they may lose their right to return. Employees are entitled to return to the same job on terms and conditions no less favourable than those at the commencement of their Adoption Leave, and to any improvements in terms and conditions implemented in their absence. If an employee request to return on a part-time basis then Pillar Kincardine will give reasonable consideration to this request and will not unreasonably refuse permission.