



Manchester
Metropolitan
University

Adoption Leave Policy

September 2005

1. Introduction

The University has revised its policy on Adoption Leave to ensure that it meets the requirements of the Employment Act 2002 and the Work & Families Act 2006. In certain respects, the Policy goes further than legislation requires.

2. Eligibility/Entitlement

Employees who have worked continuously for the University for 26 weeks prior to the week in which they are notified of being matched with a child for adoption (if this week is before 1 April 2007) are entitled to 26 weeks Ordinary Adoption Leave (OAL) followed by up to 26 weeks Additional Adoption Leave (AAL). Employees who matched with a child after 1 April 2007 are entitled to 26 weeks OAL and 26 weeks AAL.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

In circumstances where partners, who are both in the employment of the University adopt a child, then only one can claim Adoption leave. However the other member of the couple may be entitled to Paternity Leave and Pay. Please see the University's Policy on Paternity Leave for more details.

The table overleaf illustrates both the leave and pay entitlements.

Adoption leave and pay entitlements

Service	Adoption Entitlement	
	Leave	Pay
<p>Between 26 Weeks And 2 Years Service prior to the week in which they are notified of being matched with a child for adoption if this is before 1 April 2007</p>	<p>26 Weeks Ordinary Adoption Leave (OAL) 26 Weeks Additional Adoption (AAL)</p>	<p>6 Weeks Full Pay (inclusive Of SAP – Statutory Adoption Pay) 12 Weeks half pay (inclusive Of SAP) 8 weeks @ SAP 26 Weeks @ AAL (No Pay)</p>
<p>If they are notified of being matched with a child after 1 April 2007</p>	<p>26 Weeks Ordinary Adoption Leave (OAL) 26 Weeks Additional Adoption (AAL)</p>	<p>6 Weeks Full Pay (inclusive Of SAP – Statutory Adoption Pay) 12 Weeks half pay (inclusive Of SAP) 21 weeks @ SAP 13 Weeks @ AAL (No Pay)</p>
<p>Over 2 Years service prior to the week in which they are notified of being matched with a child for adoption</p>	<p>26 Weeks Ordinary Adoption Leave (OAL) & 26 weeks Additional Adoption Leave (AAL)</p>	<p>13 Weeks @ Full Pay (inclusive Of SAP) 13 Weeks @ Half Pay (inclusive Of SAP) 26 Weeks @ AAL (No Pay) or 13 weeks SAP if matched post 1 April 2007</p>

Employees can choose to start their 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

Only one period of leave will be 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 will be able to continue adoption leave for up to eight weeks after the end of the placement, assuming the employee still has part of their entitlement available.

3. Notice of intention to take Adoption Leave

Employees are required to inform the University 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. Employees will also need to tell the University:

- when the child is expected to be placed with them and
- when they want their adoption leave to start.

Employees will be able to change their mind about the date on which they want their leave to start. In such circumstances the employee should provide as much notice as possible.

The University will respond to the employee's notification of their adoption leave plans within 28 days of receiving the notification. The University will

write to the employee confirming their entitlements, period of leave and date on which they expect the employee to return to work.

4. Pre-adoption leave meetings

Reasonable paid time off will be granted to employees who are going through the adoption process when it is not possible to arrange meetings outside normal working hours. As much notice as possible should be given if time off for meetings is requested, and all requests must be approved by the Line Manager/Head of Department.

5. Matching Certificate

Employees are required to give the University documentary evidence – “a matching certificate” – from their adoption agency as evidence of their entitlement to Statutory Adoptive Pay and proof of entitlement to adoption leave. Employees should ask their adoption agency for a matching certificate which will include basic information on matching and expected placement dates.

6. Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary, throughout their 26 week OAL period.

During additional AAL, the employment contract continues and some contractual benefits and obligations remain in force.

Information relating to contractual terms will be provided by the Personnel Services Department of the Human Resources Division.

7. Return to work after Adoption Leave

Employees who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to the University.

Employees who want to return to work before the end of their adoption leave period, must give the University 8 weeks notice of the date they intend to return.

8. Protection from detriment and dismissal

Employees will be protected from suffering detriment or unfair dismissal for reasons related to taking, or seeking to take, adoption leave.

9. Application / Approval Procedure

Please see Appendix (A)

(Appendix A)

1 Adoption Leave Policy – Approval/Application Procedure

To ensure that all requests for adoption leave are dealt with fairly and consistently the following steps must be followed in order to qualify for adoption leave:

1. An employee should advise their Line Manager/HoD when they have received a letter from the relevant Adoption Agency confirming their suitability to adopt.

A copy of this letter should be passed to the Line Manager/HoD for them to forward to the Personnel Officer. This ensures that the University is aware that the employee could be taking a substantive period of leave in the near future and this can be planned for.

2. The Line Manager/HoD should be kept informed of how the adoption process is progressing giving as much notice as possible of requests for time off for meetings, etc.
3. The employee should endeavour to inform the University 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.
4. The employee should inform the University when the child is expected to be placed with them and when they want their adoption leave to start.
5. Employees can change their mind about the date on which they want their leave to start providing the University is informed 28 days in advance (unless this is not reasonably practicable).

6. A copy of the “matching certificate” confirming that a suitable child has been found should be sent to the Line Manager/HoD and Personnel Officer.
7. The Personnel Officer will respond to the employee’s notification of their adoption leave plans. This letter will confirm the employee’s entitlements, period of leave and date on which they expect the employee to return to work
8. When a definitive date has been confirmed for the employees adoption leave to start the Personnel Officer should advise payroll accordingly. Payroll will need to be advised of payment entitlements, period of leave, etc.