



Adoption Leave and Pay Policy

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Dissemination requirements	All Trust employees by Intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees

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(whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

East of England Ambulance Service recognises our obligation of supporting the requirements of the Modern Slavery Act 2015 and any future legislations. EEAST prime objective is to eradicate modern slavery and human trafficking and recognises the significant part EEAST must play in both combatting it and supporting victims. EEAST is also committed to ensuring that its supply chains and business activities are free from any ethical and labour standards abuse.

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1. Policy Statement

- 1.1 This document outlines the Adoption Leave Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust acknowledges that working adoptive parents should qualify for similar support and time off as working biological parents and, as such, affords them the rights detailed below in line with the Employment Act 2008 and the Works and Families Act 2006.
- 1.2 This policy has been written in partnership by management and staff side.
- 1.3 A glossary of commonly used adoption terms can be found at Appendix 1.

2. Scope

- 2.1 This policy applies to all eligible staff employed by the Trust

3. Access to the Procedure

- 3.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this Policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.2 Employees and Managers may also wish to consult related Trust policies such as Flexible Working Arrangements, Special Leave, Paternity and Employment Break Policy.

4. Roles and Responsibilities

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment

legislation, best practice people management principles and NHS guidelines.

- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.4 Employees are responsible for obtaining information and advice regarding their entitlements and for providing such information and documentation as is necessary in order to secure these entitlements.

5. Eligibility for Adoption Leave

- 5.1 Statutory Adoption Leave is 52 weeks. It is made up of:
 - 26 weeks of Ordinary Adoption Leave
 - 26 weeks of Additional Adoption Leave
- 5.2 To be eligible for adoption leave you must:
 - be newly-matched with a child for adoption by an approved adoption agency; and
 - be adopting a child where you will have primary carer responsibilities for that child.
- 5.3 Only one person in a couple can take adoption leave. If both parents are employed by the Trust then the primary care giver can take adoption leave and the other may be able to take occupational maternity support (paternity) leave and/or parental leave, if they satisfy the qualifying criteria.
- 5.4 If there is an established relationship with the child, such as fostering prior to adoption or when a step-parent is adopting a partner's children, there is no statutory requirement to give adoption leave. However, the Trust has agreed to extend the

eligibility for adoption leave to anybody meeting the criteria in 5.2 in regards to contractual leave and pay only.

- 5.5 Different rules apply to parents adopting a child from overseas. Contact Human Resources for assistance (see paragraph 6.2 below).

5.6 Surrogacy arrangements

To qualify for Statutory Adoption, Pay, you must have worked continuously for your employer for at least 26 weeks by the 15th week before the baby's due. All the other conditions for qualifying for pay and leave are the same as for adoptive parents.

If you're genetically related to the child (i.e., the egg or sperm donor), you can choose to get paternity leave and pay instead. You can't get both.

Exceptions

You don't qualify for Statutory Adoption Leave or Pay if you:

- arrange a private adoption.
- become a special guardian or kinship carer.
- adopt a stepchild.
- adopt a family member or stepchild.

6. Notification Requirement

- 6.1 Employees are required to inform their managers 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. This should be done using the Adoption Leave Notification Form (Appendix 2).

- 6.2 The employee is required to tell the Trust:

- when the child is expected to be placed with them (and to provide a Matching Certificate stating when the placement is due to begin) (for UK adoptions)
- when they want to start their adoption leave and how long they intend to take.

In addition, when adopting from overseas the employee is required to tell the Trust:

- The date of your official notification
- The estimated date the child arrives in the UK within 28 days of getting the notification.
- The actual date the child arrives in the UK within 28 days of the date.

6.3 Once notified, the Trust will respond in writing to the employee within 28 days setting out their entitlements, the expected start date of adoption leave and the date on which they expect the employee to return to work.

6.4 The employee can change the date they want to start their adoption leave providing they give 28 days' notice, unless this is not reasonably practicable. This should be done using the Change of Start Date for Adoption Leave Notification Form (Appendix 3).

7. Adoption Leave

7.1 Employees can choose to start their adoption leave:

- From the date of the child's placement (whether this is earlier or later than expected); or
- From a pre-determined date, no earlier than 14 days before the expected date of placement, and no later than the expected date of placement.

7.2 Leave can start on any day of the week.

7.3 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.

- 7.4 If for any reason the placement is unsuccessful and ends during the adoption leave period, then the employee will be allowed to continue the leave for a maximum of 8 weeks after the placement ends.

8. Eligibility for Adoption Pay

- 8.1 All of OAL and the first 13 weeks of AAL attract some level of pay; unless the employee does not meet the eligibility criteria.
- 8.2 OAL and the first 13 weeks of AAL pay could be:
- Statutory Adoption Pay (SAP);
 - NHS Contractual Adoption Pay.

Statutory

- 8.3 During the period of OAL and the first 13 weeks of AAL an employee will be eligible for Statutory Adoption Pay (SAP) if they satisfy both of the following conditions:
- they have been working continuously for the NHS for at least 26 weeks prior to the matching week; and,
 - that their average weekly payments during the last 8 weeks have been at a level that is no less than the lower earnings limit for National Insurance contributions.
- 8.4 Adopters who have average weekly earnings below the Lower Earnings Limit for National Insurance Contributions do not qualify for SAP. However, they should contact their adoption agency as they may be able to receive financial support in relation to their adoption placement.
- 8.5 The rate of Statutory Adoption Pay is the same as the standard rate of Statutory Maternity Pay, or 90% of average weekly earnings if this is less.

Contractual

- 8.6 During the period of OAL and the first 13 weeks of AAL an employee will be entitled to NHS Contractual Adoption Pay if they satisfy all of the following conditions:
- They have twelve months continuous service with one or more NHS employer/s ending with the matching week;
 - They meet the notification rules as detailed above;
 - They intend to return to work with the same or another NHS employer for a minimum of 3 months after the adoption leave has ended:
- 8.7 The rate of NHS Contractual Adoption Pay for the first 8 weeks is full pay less any SAP or adoption payment. Full pay is calculated using the average earnings in the eight weeks prior to the matching week.
- 8.8 The next 18 weeks are paid at half pay plus any SAP or adoption payment receivable, providing this total does not exceed full pay.
- 8.9 Employees will also be eligible for a further 13 weeks of SAP at the same rate as standard maternity pay (SMP), or 90% of the employees' average weekly earnings if this is less than SMP.
- 8.10 By prior agreement with the Trust, NHS Contractual Adoption Pay may be paid in a different way. For example, a fixed amount spread over the adoption leave period.

9. Withdrawing the Right to Contractual Adoption Pay

- 9.1 Employees are only entitled to contractual adoption pay whilst they are employed by the Trust. If an employee's employment comes to an end during the qualifying period or during the adoption leave so does the entitlement to contractual adoption pay. An example of this would be if the employee was dismissed. This does not prevent the employee claiming SAP if they have met the qualifying conditions.

10. Keeping In Touch ('KIT')

10.1 Before going on adoption leave, the Trust and the employee should discuss and agree any arrangements for keeping in touch during the employee's period of adoption leave. This may include:

- Any voluntary arrangements that the employee may find helpful to help them keep in touch with developments at work and facilitate their return;
- Keeping the Trust in touch with any developments that may affect their intended date of return.

10.2 The employee may also request, subject to the agreement of the Trust, to carry out up to 10 days' work during the adoption leave without bringing it to an end or jeopardising their right to adoption pay. Any days of work will not extend the adoption leave period. These days can be taken as individual days or block weeks. Where an employee chooses to work less than a full day, e.g. attending for a 2 hour training course, this is classed as using one of the 10 allocated 'KIT' days.

10.3 Employees will be paid equivalent to full pay for actual KIT hours or days worked. Any applicable SAP paid will be off-set against this figure in order that the employee will not be paid more than equivalent to full pay.

11. Return to Work

11.1 An employee who intends to return to work at the end of their full adoption leave will not be required to give any further notification to the Trust.

11.2 If an employee wishes to return to work before the expected date of return, they must give at least 56 days notice using the Form at Appendix 4.

11.3 An employee has the right to return to their job under the original contract and on no less favourable terms and

conditions when returning from OAL. However, on return from AAL the employee will only have the right to return to a similar job (similar means the job has the same or better terms and conditions.)

12. Returning on Flexible Working Arrangements

- 12.1 If at the end of adoption leave the employee wishes to return to work on Flexible Working Arrangements, the Trust has a duty to consider the request. All such requests will be considered under the Trust's Flexible Working Arrangements Policy.
- 12.2 If the request is refused, the Trust will provide written, objectively justifiable reasons for refusal and an opportunity to appeal against the decision. A refusal of a flexible working request does not affect the employee's right to return to their job under their original contract, if returning from OAL, or to a similar job if returning from AAL.
- 12.3 Under the Flexible Working Arrangements policy, it may be possible to agree a temporary trial period. Should the arrangements not be made permanent at the end of this trial period, the employee will retain their right to return to their job under their original contract, or a similar job if returning after AAL, at the end of the agreed period.

13. Failure to Return to Work

- 13.1 Any employee who fails to return to work for 3 months for the same or a different NHS employer within 15 months of the beginning of their adoption leave, will be liable to refund the whole of their NHS contractual adoption pay, less any SAP received.
- 13.2 In exceptional circumstances the Trust may, at its discretion, waive their rights to recovery of NHS Contractual Adoption Pay, where doing so would cause extreme hardship or distress.

Authorisation to do this would require the agreement of two Trust Directors.

- 13.3 For those on fixed-term contracts, where there is no right of return to be exercised because the contract would have expired if adoption had not occurred, the repayment provisions set out in paragraph 13.1 do not apply.

14. Contractual Rights

- 14.1 During ordinary and additional adoption leave an employee retains all of their contractual rights except remuneration.
- 14.2 Absence on ordinary and additional adoption leave for up to 52 weeks shall not constitute a break in service.
- 14.3 Employees with a lease car are contractually entitled to retain this benefit during their adoption leave. The employee will still be deducted pay for private use. Should the employee drop to no pay during their adoption leave then the deductions will be accumulated and recovered with higher deductions from pay when they return to work.

15. Accrual of Annual Leave

- 15.1 Annual leave will continue to accrue during all adoption leave, whether paid or unpaid.
- 15.2 Where the amount of accrued annual leave would exceed normal carry over provisions, it may be mutually beneficial to both the Trust and employee for the employee to take annual leave before and/or after the formal adoption leave period. This should be discussed and agreed between the Trust and employee in conjunction with Human Resources. Payment in lieu may be considered as an option where accrual of annual leave exceeds normal carry over provisions.

16. Official Adoption Leave Meetings

16.1 5 paid days will be permitted to allow employees to attend official meetings in the adoption process.

17. Pensions

17.1 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Pension Scheme.

18. Policy Review

18.1 This policy will be reviewed on a three yearly basis or amended in the light of new employment legislation and/or relevant case law.

Appendix 1 – Glossary

Matching process = Point in time where adoption process starts (files exchanged, suitability assessed etc.)

Placement = When the child officially moves into the family home and the bonding process begins (this is when actual adoption leave is taken).

AAL = Additional Adoption Leave

OAL = Ordinary Adoption Leave

SAP = Statutory Ad

Appendix 2 - Adoption Leave Notification

Name of employee:	
Job title:	
NHS Continuous Service Start Date:	
I intend to take adoption leave commencing on:	
The date on which my child is expected to be placed for adoption is:	
The date on which I was notified by the adoption agency of having been matched with the child was:	
The date I expect to return to work:	
<input type="checkbox"/> I enclose my Matching certificate issued by my adoption agency stating when the placement is due to begin.	
(tick box as appropriate)	
<input type="checkbox"/> I intend to return to work after my adoption leave.	
<input type="checkbox"/> I do not intend to return to work after my adoption leave and will therefore leave the Trust's employment on the last day prior to the commencement of my adoption leave.	
Signed:	
Name (Printed):	
Dated:	
<p>To qualify for adoption leave, you must return this form to your Line Manager no later than seven days after the date on which notification of the match with the child was given to you by the adoption agency.</p>	

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For Line Manager's use only:

Signature of Line Manager: _____

Date

Received: _____

For the Human Resources Department use only:

Date received by HR Dept: _____

Date letter issued: _____

Appendix 3 - Change of Start Date for Adoption Leave Notification

Name of employee:	
Job title:	
NHS Continuous Service Start Date:	
I previously notified you that I wished to commence my adoption leave on:	
I now wish to vary this date. Instead of commencing my adoption leave on the above date, I would like to start my leave on:	
The date on which my child is expected to be placed for adoption is:	
Signed:	
Name (Printed):	
Dated:	
Please return to your line manager at least 28 days prior to the new date on which you wish your adoption leave to commence (refer to section 6.4).	
<i>For Line Manager's use only:</i>	
Signature of Line Manager: _____	Date
Received: _____	

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For the Human Resources Department use only:

Date received by HR Dept: _____

Date letter issued: _____

Appendix 4 - Change of Adoption Leave Return Date Notification

Name of employee:	
Job title:	
NHS Continuous Service Start Date:	
My expected date of return from adoption leave is:	
I now wish to vary this date. Instead of returning from adoption leave on the above date, I would like to return on:	
Signed:	
Name (Printed):	
Dated:	
Please return to your Line Manager at least 56 days prior to the new date in which you wish to return from adoption leave.	
<i>For Line Manager's use only:</i>	
Signature of Line Manager: _____	Date
Received: _____	

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For the Human Resources Department use only:

Date received by HR Dept: _____

Date letter issued: _____

Appendix 5



Equality Impact Assessment

EIA Cover Sheet	
Name of process/policy	Adoption Leave and Pay Policy
Is the process new or existing? If existing, state policy reference number	V7.0
Person responsible for process/policy	HR
Directorate and department/section	HR/Workforce Directorate
Name of assessment lead or EIA assessment team members	
Has consultation taken place? Was consultation internal or external? (please state below):	Internal Consultation. This policy has been written in partnership by management and staff side.

EIA Cover Sheet

The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	x
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state) Training programme.	

Equality Analysis

What is the aim of the policy/procedure/practice/event?

This document outlines the Adoption Leave Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The Trust acknowledges that working adoptive parents should qualify for similar support and time off as working biological parents and, as such, affords them the rights detailed below in line with the Employment Act 2008 and the Works and Families Act 2006.

Equality Analysis

Who does the policy/procedure/practice/event impact on?

Race	x	Religion/belief	x	Marriage/Civil Partnership	x
Sex	x	Disability	x	Sexual orientation	x
Age	x	Gender re-assignment	x	Pregnancy/maternity	x

Who is responsible for monitoring the policy/procedure/practice/event?

HR

What information is currently available on the impact of this policy/procedure/practice/event?

This policy is linked to the following Policies:

- Flexible Working Arrangements Policy
- Special Leave Policy
- Shared Parental Leave Policy
- Employment Break Policy

The policy may also be reflected in the results within the:

- Workforce Race Equality Standards
- Workforce Disability Standards
- EDS2 – Equality Delivery System
- Compliance with Public Sector Equality Duty and Specific Duty
- Gender Pay Gap

Five Diversity Networks within EEAST e.g. AWE Women’s Network, Multi-Faith Network, Disability Network, LGBT Network, BAME Network, Equality Diversity Inclusion Group.

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? No

Equality Analysis

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

Race	x	Religion/belief	x	Marriage/Civil Partnership	x
Sex	x	Disability	x	Sexual orientation	x
Age	x	Gender re-assignment	x	Pregnancy/maternity	x

Please provide evidence:

This policy applies to all eligible staff employed by the Trust
Impact on the above groups is likely to be positive. No negative impact identified.

HR can provide statistics on the number of staff requesting adoption leave.

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? No, if so please provide evidence/examples:

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

No negative impact identified.

Action Plan/Plans - SMART

Specific

Measurable

Equality Analysis

Achievable

Relevant

Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to

Appendix 6 - Template for Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
Changes relating to this policy in line with the Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002 and the Works and Families Act 2006	The Director of Workforce Directorate.	The policy will be subject to continual monitoring at Workforce Committee	As and when an update is required.	Breach of the policy will be monitored at Workforce Committee	The policy will be subject to continual review and monitored at Workforce Committee	The Workforce Directorate will be guided by Employment law and monitoring by the Workforce Committee	The contents of this Policy have been entered into following consultation with the Trust's recognised trade union, Unison as agreed by the Trust's Staff Partnership Forum (SPF)