



PRIFYSGOL
BANGOR
UNIVERSITY

ADOPTION LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date	
1.	2006		2007	
2.	2007		2008	
3.	2014	Cosmetic changes	2015	
4.	2015	Update for clarity	2016	
5.	2016	Cosmetic changes	2017	
6.	2018	Update to mirror maternity leave policy	2020	
7.	2021	Review – wording amendments that do not affect content	2023	
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke		Steffan Griffiths	HRTG 10/02/2003	

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1 ENTITLEMENT TO ADOPTION LEAVE

In order to be entitled to adoption leave you must be newly matched with a child for adoption by an approved adoption agency, and match the requirements set out in the schemes within this booklet. Adoption leave is not available in circumstances where a child is not newly placed, for example, where a stepparent is adopting a partner's child.

Adoption leave and pay allows one member of an adoptive couple, the one with the primary care responsibility for the child, to take paid time off work when their new child starts to live with them. Paternity adoption leave and pay may be available for the other member of the couple, or an adopter's partner. Where a couple are adopting jointly, they can choose which of them will take adoption leave and pay, and the other (regardless of gender) may take paternity adoption support leave and pay.

2 NOTIFICATION PROCESS

You will be required to inform Human Resources of your intention to take adoption leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. You will need to inform Human Resources of the date when the child is expected to be placed with you, and when you want your adoption leave to start. You will be able to change this date providing you give 28 days' notice of the new date upon which you want to start your leave.

Human Resources will respond within 28 days from the date of receiving your notification for taking adoption leave. This letter will outline the date that you will be expected to return to work, providing you take your whole entitlement.

Your application for adoption leave must be accompanied by a matching certificate (documentary evidence of the adoption) from your adoption agency. This is required as evidence of your entitlement to Statutory Adoption Pay (SAP). The matching certificate should include the name and address of the agency, your name and address, the date on which you were notified that you had been matched with the child, and the date the agency expects the child to be placed with you.

If you commence your adoption leave without receiving notification from Human Resources, you may be treated as being on unauthorised absence and dealt with under the relevant University procedures.

3 PAYMENTS

Scheme	Entitlement/Pay
University Adoption Leave Scheme	• 8 weeks full pay (at your normal weekly rate).
	• + 18 weeks at half pay (half your normal weekly rate) + Statutory Adoption Pay, or 90% of our normal weekly rate if this is less.
	• + 13 weeks at the statutory rate, or 90% if this is less.
	• + 13 weeks unpaid leave.
Adoption Allowance	• If you are not eligible to receive SAP, i.e, if your average earnings are below the 'lower earnings limit' for national insurance purposes , Human Resources will provide you with a SAP1 form that will indicate why the University cannot pay you SAP. This form needs to be presented to your local JobCentre Plus office in order that they can process your Adoption Allowance payment

4 COMMENCEMENT OF YOUR ADOPTION LEAVE

You can choose to start your leave from the date of the child's placement with you or from a fixed date, which can be up to 14 days before the expected date of placement. Your leave can be started on any day of the week. If the child's placement ends during the adoption leave period, you will be able to continue your leave for up to eight weeks following this date. If this occurs, you will need to inform Human Resources as soon as practicable after the date upon which the placement ended.

5 KEEPING IN TOUCH DURING YOUR ADOPTION LEAVE

During your adoption leave period you and your line manager should make reasonable contact with each other. The frequency and mode of communication should be agreed between you both prior to the commencement of your leave. If you wish to be kept updated on certain matters or developments whilst on adoption leave, this again should be discussed and agreed before your leave commences.

Keeping in Touch (KIT) Days - On agreement with your line manager, you may work up to a maximum of 10 days during your adoption leave period, known as 'keeping in touch' days. These days may be taken at any stage during your adoption leave. Keeping in touch days should be mutually agreed – you are not required to undertake such days, and the University is not obliged to agree to them.

Where KIT days are taken normal daily rates of pay will apply, this will not equal a day off in lieu. During the period of full pay no additional payment will be made except for SAP which will be an additional payment on top of your normal daily rate. Should you take one of these days on your period of half pay, SAP or No pay your payment will be 'topped up' to your normal daily rate and, when applicable, by SAP. Attendance for part of a day will count as one KIT day.

Should you wish to undertake a KIT day, you must agree the days / dates and type of work in writing with your Head of Department. Appropriate consultation will then take place between yourself and the Head of Department and your request will be responded to appropriately. Your Head of Department will then confirm the details with Human Resources to ensure details are processed in a timely manner.

The type of work undertaken should be agreed between you and your line manager. KIT days can include training courses, staff meetings, away days, performance & development reviews, etc. and should not be restricted to the performance of your normal duties. It is the responsibility of your line manager to monitor KIT days, and to record these with Human Resources within the month of you undertaking them.

6 RETURNING TO WORK FOLLOWING ADOPTION LEAVE

Change of return date (notice required) –

If you intend to return to work before the end of your full adoption leave period (i.e. 52 weeks) you must give 8 weeks' written notice of the date on which you intend to return to your line manager (with a copy to Human Resources). If the required notice is not given, your line manager may postpone your return until the full 8 weeks' notice has been given.

Right to return to the same/similar role –

You will generally return to the job in which you were employed prior to your adoption leave, on the terms and conditions that would have applied had you not been absent. Where you return from your period of adoption leave, you are entitled to return either to the same job, or if this is not reasonably practicable (for example due to a restructure), to an equivalent job which would be considered suitable alternative work, on terms and conditions no less favourable than would have applied if you had not been absent.

Right to request flexible working –

On returning from your period of adoption leave, you have the right to request a change to your working hours/pattern. Whilst there is no automatic right to have this request approved, all requests for part-time work or other flexible working arrangements will be considered in line with operational requirements and needs. If you would like this option to be considered, you should complete the Application to Work Flexibly form setting out your proposals as soon as possible in advance of your return date. The procedure for dealing with such requests is set out in the University's Flexible Working Policy.

7 MEMBERS OF STAFF NOT RETURNING TO WORK

If you decide to resign, you will need to give the required notice in line with your employment contract. If you have received University Adoption Pay (UAP) and do not return to work for a period of at least 3 months, we reserve the right to reclaim the non-statutory part of your UAP.

8 STAFF ON FIXED-TERM CONTRACTS

You should consult with your line manager at the earliest opportunity in the event your contract of employment is due to expire during your adoption leave.

If you are on a fixed term contract that comes to an end during / at the end of your adoption leave period and it has not been possible to identify a redeployment opportunity, you would not be expected to repay the non-statutory part of your UAP. However, if you are offered an extension of your current contract or a redeployment position at the University, but choose not to accept it, we reserve the right to reclaim the non-statutory part of your UAP if you reject or do not pursue these options.

Where no extension is possible and, if eligible, your adoption pay will continue for the full 39 weeks, however all other benefits associated with your employment will cease as of the end of contract date.

9 RIGHTS & OBLIGATIONS

9.1 PENSION RIGHTS

Pension rights and contributions shall be managed in accordance with the provisions of the relevant superannuation scheme, providing that these provisions do not conflict with any statutory requirements that may apply at the time.

Pension benefits will normally be preserved during the period of paid leave. You have the option to agree to pay the contribution for the unpaid leave on your return to work and, provided that this occurs, the University will also pay employer contributions for the unpaid period of leave.

Further information on specific provision under respective pension schemes can be provided by the Pensions Officer.

9.2 CONTINUOUS SERVICE

Where you exercise your right to return to work following a period of adoption leave, the period of absence will be considered continuous service with the University for the purpose of redundancy rights and other similar rights. You will also be entitled to progress through the normal annual increments on the University's salary scale in accordance with your terms and conditions of employment.

9.3 ANNUAL LEAVE

You will accrue annual leave during your adoption leave. This includes any Bank holidays or University days that may fall within this period. It is not possible to take annual leave whilst on adoption leave, but, via agreement with your line manager, may be taken prior to or at the end of your adoption period.

Upon your return from adoption leave you may carry over any accrued / untaken annual leave into the following leave year. Leave carried over into the next leave year must be taken within that leave year.

10 MEMBERS OF STAFF FUNDED BY EXTERNAL INCOME

Should your contract be funded by external income you should consult with your line manager and / or the grant holder at the earliest possible opportunity. Some funding bodies have a policy to extend grants to cover adoption periods. This will not affect your right to adoption leave and pay.

11 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.