



## **Employee Guidance – Adoption Leave (Teachers)**

### Introduction

This guidance is based on the Scottish Negotiating Committee for Teachers SNCT49 Maternity and Adoption Leave and Pay.

### Adoption Leave

All employees are entitled to 52 weeks adoption leave (AL) regardless of length of service. The 52 weeks comprises of 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave.

The adoption leave may begin:

- a) From the date of the child's placement or
- b) From a fixed date up to 14 days before the expected date of placement.

Where more than one child is placed as part of the same adoption arrangement, only one period of leave will be granted.

Where a couple jointly adopts a child, the couple must choose one person to take the adoption leave.

### Adoption Pay

An employee with less than 26 weeks' continuous service prior to the week in which he/she is notified of being matched with a child for adoption is entitled to 52 weeks' Adoption Leave without pay.

An employee with at least 26 weeks' continuous service prior to the week in which he/she is notified of being matched with a child for adoption will be entitled to be paid:

- a) Occupational Adoption Pay (OAP) and Statutory Adoption Pay (SAP) for the first 13 weeks.  
Taken together these payments will be equal to the employee's normal salary.
- b) Statutory Adoption Pay (SAP) for the next 26 weeks provided that the employee's average weekly earnings are not less than the lower earnings limit for National Insurance contribution liability.



### Notification of Start of Adoption Leave

An employee must inform the council in writing of his/her 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, where this is reasonably practicable.

Such notification must include:

- a) the expected placement date and
- b) the date on which they intend to start their adoption leave and
- c) a matching certificate from the adoption agency

### Notification of return from Adoption Leave

An employee who wishes to return to work prior to the end of the adoption leave period must give the council 28 days' notice. If the appropriate notice is not given, the council may postpone his/her return for up to 28 days or to the end of the adoption leave period if this is earlier.

### Pre Adoption Meetings

An employee who is adopting will be allowed to take such reasonable time off without loss of pay as is required to attend pre-adoption meetings, on production of evidence of appointments if required by the council.

### What do I need to know?

Once you notify the Employee Service Centre of your intention to take adoption leave you will receive written confirmation of your dates (if these change then you should notify us as soon as possible).

### What do I need to do?

You must notify the Employee Service Centre (ESC) of your intention to commence adoption leave. This should be within 7 days of being notified by your adoption agency that you have been matched with a child for adoption or as soon as is reasonably practicable.

You must notify the Employee Service Centre (ESC) & your manager when you are returning from adoption leave providing a minimum of 28 days' notice.



You must check that you are still registered with the General Teaching Council (GTC) as you cannot return to work unless you are.

You will receive a letter from the Employee Service Centre (ESC) confirming your return date and any accrued leave that you are entitled to and your manager will also be advised.

**How do I get further help with this?**

Further guidance can be found in the following:

Adoption Policy

You can contact your People Operations team:

[escpeopleoperations@northlan.gov.uk](mailto:escpeopleoperations@northlan.gov.uk)