Manager Guidance – Adoption Leave

1. Introduction

   This guidance is based on the Council's Adoption Policy.

   Adoption Leave

   Employees are entitled to up to 2 weeks paid pre-adoption leave to be taken flexibly to attend the formalities of the adoption.

   An employee who will be the principal carer for the adopted child is entitled to a block period of Adoption Leave of up to 52 weeks at or around the date of placement.

   Adoption Pay

   Employees who have less than 26 weeks continuous service by end of the week they are notified they have been matched has no entitlement to payment whilst on Adoption Leave. Employees with more than 26 weeks continuous service at this time will be entitled to Adoption Pay, further details of which can be found in the Adoption Leave Policy.

   There may be occasions when although an employee has continuous service of more than 26 weeks, where they have transferred to NLC from another recognised authority/organisation they **may not qualify for Statutory Adoption Pay**. The employee will normally require to have a contract of employment with NLC covering from 24 weeks prior to the week of matching the child, as well as other conditions being met.

   The link below can be used to check employee's eligibility:
   https://www.gov.uk/maternity-paternity-calculator

   Keeping in Touch (KIT) Kit Days

   If mutually agreed by the manager and employee, an employee can do up to 10 days paid work during their statutory adoption leave period.

   Adoption Leave Commencement and Return

   Notification must be in writing and should be sent to the relevant HR Operations team within the Employee Service Centre (ESC). Details of the evidence required can be found in the Adoption Policy.

   Notification of an employee returning from adoption leave should be sent to the HR Operations team within ESC using the Notification of Return to Work Following Adoption Leave pro forma.

2. <u>Key steps in the process</u>

A table detailing the steps

Step	Task	Who does it
1	Notify line manager of intention to commence Adoption Leave	Employee
2	Notify ESC of intention of employee to commence Adoption Leave	Line Manager
3	Input Adoption dates to iTrent	HR Operations Team
4	Issue appropriate letter to employee detailing entitlements along with return to work pro forma	HR Operations Team
5	Issue details to manager detailing employee adoption dates	HR Operations Team
6	Notify ESC returning from adoption leave	Employee/Manager
7	Update iTrent with adoption end date	HR Operations Team
8	Issue letter to employee confirming return and advise manager of date	HR Operations Team
9	Adjust holiday entitlement	HR Operations Team

3. <u>What do I as a manager need to know (things they need to remember/think about/timeframes/where the process might fall down)</u>

Notifications for both commencement and return of adoption leave should be sent to the ESC as soon as possible to ensure the employee's pay is calculated accurately.

To ensure compliance with the Council's ICT Access procedures, where an employee has access to IT systems, you should arrange for their access to be suspended during their adoption leave. Equally, upon an employee's return, you should arrange for their access to be restored.

4. <u>How do I get further help with this?</u>

Further guidance can be found in the following:

Adoption Policy
ProForma
Adoption Leave Flowchart

You can contact your HR Operations teams:

HR Operations Team 1 – Adult Health & Social Care and Chief Executive Services

HR Operations Team 2 – Enterprise & Communities

HR Operations Team 3 – Education & Families Service