



Employee Guidance – Adoption Leave

1. Introduction

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

Adoption Leave

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

As the principal carer for the adopted child you are entitled to a block period of Adoption Leave of up to 52 weeks at or around the date of placement.

Adoption Pay

If you have less than 26 weeks continuous service by end of the week you are notified you have been matched you will have no entitlement to payment whilst on adoption leave. If you have more than 26 weeks continuous service at this time you will be entitled to adoption pay, further details of which can be found in the Adoption Leave Policy.

There may be occasions when although you have continuous service of more than 26 weeks, where you have transferred to NLC from another recognised authority/organisation they **may not qualify for Statutory Adoption Pay**. You 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 eligibility:
<https://www.gov.uk/maternity-paternity-calculator>

Keeping in Touch (KIT)

If mutually agreed by your manager you can do up to 10 days paid work during your statutory adoption leave period.

Adoption Leave Commencement and Return

You should notify, in writing, the relevant HR Operations team within the Employee Service Centre (ESC) your intention to take adoption leave. Details of the evidence required can be found in the Adoption Policy.

Upon your return from adoption leave you should notify the HR Operations team within ESC using the Notification of Return to Work Following Adoption Leave pro forma.

2. What do I need to know

Notifications for both your commencement and return from adoption leave should be sent to the ESC as soon as possible to ensure your pay is calculated accurately.



If the child's placement ends during your adoption leave period, you will be entitled to remain on adoption leave for up to 8 weeks the placement ends, or until your adoption leave ends, whichever date is earliest.

3. What do I need to do

You should advise your manager as soon as reasonably practical that you intend to take adoption leave. You should notify the HR Operations Team of the date you wish to commence your adoption leave along with your evidence.

When returning from your adoption leave you should advise your line manager and notify the HR Operations team as soon as possible using the Notification of Early Return to Work Following Adoption Leave pro forma.

4. What does my manager need to do?

Your manager should ensure that your access/permission to relevant systems are suspended during your period of adoption leave. These should be re-instated on your return.

5. What else do I need to consider/be aware of?

You should notify your line manager within 7 days of being notified you have been matched to a child or as much notice as possible. You should also notify HR Operations team as soon as reasonably practical the date of your adoption

You should notify your line manager and the HR Operations team at least 56 days prior to your date of return from adoption leave.

6. How do I get further help with this?

Further guidance can be found in the following:

Adoption Policy
Pro Forma
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