



ADOPTION PROCEDURES

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Abbreviations	
OAL	Ordinary Adoption Leave
AAL	Additional Adoption Leave
SAP	Statutory Adoption Pay
KIT Days	Keeping in Touch Days

INTRODUCTION

Congratulations on the adoption of your new child. This information pack has been prepared to advise you of your statutory and occupational adoption entitlements.

Whilst the information in the pack is designed to be as comprehensive as possible the provisions relating to leave/pay are fairly complex and it is therefore important that if you are unsure about any areas regarding your adoption entitlements that you contact our Finance Officers.

ADOPTION LEAVE

All employees (regardless of length of service) are entitled to 52 weeks of Statutory Adoption Leave (SAL). This is made up of:

- Ordinary Adoption Leave (OAL) – the first 26 weeks of adoption leave
- Additional Adoption Leave (AAL) – the second 26 weeks of Adoption Leave.

STATUTORY ADOPTION PAY (SAP)

Statutory Adoption Pay (SAP) means that it is your right to receive payments from the government if you fall within certain categories. You can choose the date you want your SAP to be the date your child starts living with you or up to 14 days before the date your child is expected to start living with you. In order to receive statutory adoption pay your normal weekly earnings must be at least at the lower earnings limit for SAP. This is currently £113 per week as from 6th April 2017. This means that your normal weekly earnings must be over £113 per week in the eight weeks calculation period to qualify for SAP. To qualify you must have worked continuously with ELCAP for 26 weeks ending with the week in which you are notified of being matched with your child for adoption.

- Statutory Adoption Pay is paid for a 39 week period (if you qualify).
- SAP is paid at a rate of £140.98* per week or 90% of average weekly earnings whichever is lower.

Here is a table to help you understand Statutory Adoption Pay.

Adoption Leave (statutory right)	Regardless of length of service	<ul style="list-style-type: none">▪ 52 weeks unpaid leave
Statutory Adoption Pay (SAP) and Leave	26 weeks continuous service by week before the adoption date	<ul style="list-style-type: none">▪ Weeks 1-6 = 6 weeks at 90% average weekly earnings▪ Weeks 7-39 = 39 weeks at £140.98* or 90% of average weekly earnings, whichever is lower▪ Week 40 = a further 13 weeks entitlement to unpaid leave

** as from 6 April 2017 – subject to review yearly by the government*

WHAT YOU NEED TO DO IF YOU WISH TO TAKE ADOPTION LEAVE

Once you have established which category you fall into, the following are the steps you need to follow:

a. Notification

You must inform your line manager, in writing (with a copy to the Finance Officers) as soon as possible but within seven days of being told that you have been matched with a child. If this is not possible you must inform your manager, in writing (with a copy to the Finance Officers), as soon as possible.

On receiving notification of your written request for adoption leave, the Finance Officers will write to you to confirm the day you wish to commence your Adoption Leave and the expected date of return.

b. Certification

In order to establish your entitlement to adoption leave, you must submit documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from your adoption agency. The adoption agency must be recognised in the UK.

Keeping in touch days (KIT)

KIT days allow you to work under your contract of service without losing statutory adoption pay and without bringing your adoption leave to an end. They are designed to help your eventual return to work and make it easier for you to keep in touch with your line manager; your colleagues and the individual(s) you support. You are entitled to 10 KIT days, regardless of how long you actually take as Adoption Leave. KIT days are paid days at work and can be taken at any time during your adoption leave.

You will need to agree with your line manager what you actually do on these KIT days. For example, it might be useful to attend team training days or other specified training or team meetings. It is important to remember that KIT days must be by agreement. There is no right for your manager to demand you to take these days and there is no right for you to use a KIT day without your manager's agreement. The days can be used singly or in blocks by agreement.

Contact during adoption leave

Your line manager, Finance Officers or you have the right to make reasonable contact during your adoption leave.

Return to work

You are not required to give notification to ELCAP on your return to work at the end of your full adoption leave entitlement (i.e., 12 months) unless you intend to return earlier.

If you wish to return to work before the end of your adoption leave, you will need to give ELCAP eight weeks' notice of the date you wish to return (you should notify both your line manager and the Finance Officers).

GENERAL INFORMATION

a. Casual Support Worker

If you are a member of the casual Support Worker staff, you cannot work any shifts whilst on paid adoption leave. You can work on a casual basis once your paid adoption leave ends.

b. Full time to Part time

If you wish to change your hours from full time to part time, you can request this with your line manager (well in advance). Your line manager will try to accommodate this request as long as it does not affect the needs of the individual(s) you normally support. Where possible part time working and job sharing will be permitted unless it is not practicable to do so. Your holiday entitlement for the period you are on adoption leave will be calculated at your full time rate.

c. Contractual benefits/entitlements

You will accrue entitlement to all contractual benefits (e.g. annual leave and public holidays) except remuneration. Equally, while you are on adoption leave, you will be required to adhere to the terms and conditions of your contract (e.g. confidentiality).

You should try to take your holidays before going off on adoption leave or add them on at the end of your adoption leave. You should discuss this in advance with your line manager.

WHAT ELCAP NEED FROM YOU

A reminder of what ELCAP need from you

1.	Written notice to your manager (copy to the Finance Officers) that you are requesting adoption leave
2.	Matching certificate from your adoption agency
3.	ELCAP's Adoption Leave Application Form
4.	Written confirmation if you are coming back earlier than expected



ADOPTION LEAVE APPLICATION FORM

This form must be submitted to your manager as soon as possible but within 7 days of being matched for adoption

Please read the Adoption Pack Guidelines before completing this form.

To be completed by the member of staff:

Name:

Address & Post code:

Hours Per week

Date Commenced in Post:

Expected Date of Adoption:

Proposed date Adoption leave will begin

We will record your return date as 12 months from the date your adoption leave begins.
See Guidelines for further information.

Please forward the matching certificate of adoption to the Finance Officer – payroll@elcap.org as soon as you receive it.