

Adoption Leave

Employee Guide

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Employee Guide to Adoption Provisions

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Adoption Provisions

Introduction

The amount of adoption leave and pay you can get depends on whether you are the *primary* or *secondary* carer.

Provisions for the *primary carer* are modelled on *maternity* leave and pay.

The *primary carer* is someone who is:

- ❖ adopting as an individual, or
- ❖ nominated as the *primary carer* from a couple adopting jointly (it is up to the couple which of them takes the role).

Provisions for the *secondary carer* are modelled on *paternity* leave and pay.

The *secondary carer* is someone who is:

- ❖ the partner of an individual who adopts, or
- ❖ the “other” member of a couple who are adopting jointly.

Both schemes apply only when a child is newly placed for adoption. You will not qualify, for example, if you are a step-parent adopting your partner's child.

Schemes for primary carers

College employees can qualify for two schemes as the primary carer :

- ❖ the statutory adoption scheme
- ❖ the QMUL adoption scheme

The amount of adoption leave for both schemes is the same - 52 weeks. But the amount of *adoption pay* while you are on leave is significantly better under the College's scheme.

The scheme you qualify for depends largely on your continuous service with the College.

Both schemes for primary carers:

- ❖ are described on pages 2-4
- ❖ apply equally to all College employees¹, including:
 - part-time and
 - casual, temporary or fixed-term staff; and
 - people in same-sex relationships.

How the College applies its policy to staff on fixed-term contracts is set out on page 14.

Schemes for secondary carers

The QMUL paternity leave scheme for secondary carers:

- ❖ is described on pages 15-18
- ❖ apply equally to all College employees¹, including:
 - part-time and
 - casual, temporary or fixed-term staff; and
 - people in same-sex relationships.

1. You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their adoption scheme is the one that will apply to you.

Adoption Provisions

Schemes for primary carers

Qualifying

For the QMUL Scheme

You must:

- ❖ be newly matched with a child¹ by an approved adoption agency; and
- ❖ have at least 52 weeks continuous service with the College²; and
- ❖ return to work for at least three months after your adoption leave ends.

For the Statutory Scheme

You don't need as much continuous service - you must:

- ❖ be newly matched with a child¹ by an approved adoption agency; and
- ❖ have 26 weeks' continuous service with the College²; and
- ❖ have average earnings that are above a lower limit set by the government³.

However, the statutory scheme applies whether or not you return to work after your adoption leave ends.

1. A child is someone under the age of 18.
2. By the end of the week in which the adoption agency notifies you that you have been newly matched with a child. You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their adoption scheme is the one that will apply to you
3. In April 2011 the lower earnings limit for eligibility for SAP was £102.00 a week.

Adoption leave and pay

Leave

The amount of leave is the same under both schemes. If you qualify, you can take up to 52 weeks' leave⁴. But not all of it is paid leave, and the amount payable is much more under the College scheme. If you have taken at least 20 weeks' adoption leave starting with the date of placement and return to work, you can transfer the balance of adoption leave and SAP, if any, to the secondary carer of the child(ren).

Only one period of leave can be taken, even if more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, you will be able to continue statutory adoption leave for up to eight weeks after the end of the placement.

4. In practice, even if you do not qualify for either scheme, you may still take up to 52 weeks' unpaid adoption leave.
5. Standard rate SAP (in April 2012) is set at whichever is the lowest of, either:
 - £135.45 a week; or
 - 90% of your average pay.

Adoption Provisions

Schemes for primary carers

Adoption pay - QMUL scheme

The QMUL scheme entitles you to 52 weeks leave, for which you will be paid:

- 1 full pay for the first 18 weeks; then
- 2 half pay for the next 8 weeks; then
- 3 standard-rate Statutory Adoption Pay (SAP) for the next 13 weeks; then
- 4 nil pay for the next 13 weeks.

Statutory Adoption Pay (SAP)

Under this scheme, your leave entitlement is 52 weeks, during which you will be paid SAP as follows:

- 1 for the first 39 weeks; standard-rate Statutory Adoption Pay¹ (SAP)
- 2 nil pay for the next 13 weeks.

Statutory Adoption Pay (SAP) is paid by the College but the rules on qualifying for it are set by the government. The rate of SAP will be the same as the standard rate of Statutory Maternity Pay (SMP).

If you do not qualify, you may be able to get financial support from your local authority, or through Housing Benefit, College Tax Benefit or Tax Credits. Further information is available from your local Jobcentre Plus office or Social Security office.

Not qualified for either scheme

If you do not qualify for either scheme

you may, in any case, take unpaid adoption leave of up to 52 weeks.

SAP and the QMUL scheme - your options

If you have enough service to qualify for both SAP and the QMUL scheme for primary carers, one of the critical choices you face is whether or not to return to work.

The QMUL scheme is designed as a retention measure, and is therefore available only to staff who continue to work for the College after their adoption leave ends.

SAP, on the other hand, is payable whether or not you return to work.

The schemes are compared in the table on the next page.

1. Standard rate SAP (in April 2012) is set at whichever is the lowest of, either:

- £135.45 a week; or
- 90% of your average pay.

Adoption Provisions

Schemes for primary carers

The schemes compared¹:

	QMUL Scheme	Statutory Scheme (SAP)
Qualifying Service:	1 year's service	26 weeks' service
Qualifying Date: (The date by which you must have the service required)	By the end of the week in which the adoption agency notifies you that you have been newly matched with a child.	By the end of the week in which the adoption agency notifies you that you have been newly matched with a child.
Adoption Leave Entitlement:	52 weeks	52 weeks
Adoption Pay Entitlement:	18 weeks on full pay 8 weeks on half-pay 13 weeks at standard rate SAP ²	39 weeks at standard rate SAP ²
Return to Work:	Must return to work for at least 3 months after adoption leave.	Not required to qualify for SAP

1. In practice, even if you do not qualify for either scheme, you may still take up to 52 weeks' unpaid adoption leave.
2. Standard rate SAP (in April 2012) is set at whichever is the lowest of, either:
 - £135.45 a week; or
 - 90% of your average pay.

Adoption Provisions

Planning adoption leave as a primary carer

Notifying the College

The earlier you tell your manager that you are seeking to adopt as a primary carer, the better they will be able to plan for your absence.

Ask your adoption agency for a matching certificate which sets out standard information on matching with a child and expected placement dates.

You must inform HR and your manager within 7 days of being notified by the adoption agency:

- ❖ that you have been matched with a child for adoption
- ❖ that you intend to take adoption leave
- ❖ when you expect the child to be placed with you and
- ❖ when you want your adoption leave to start (see page 7).

You must, at the same time, give the matching certificate to the HR department as documentary evidence of your entitlement to adoption leave and pay.

You risk losing your right to adoption leave and pay if you do not do these things on time. A form you can use to notify the HR department is on page 24 of this guide.

After you have notified them, the HR department will:

- ❖ within 4 weeks, write to you setting out the date on which they expect you to return to work;
- ❖ assume that you intend to take your full entitlement to adoption leave¹;

If you have any questions, you should contact your HR Advisor. In particular, they will be able to outline the adoption provisions in more detail, which most people find helpful in planning their adoption leave.

1. Employers are required to make this assumption in law. If you intend to leave or come back early, you must notify the College.

Adoption Provisions

Planning adoption leave as a primary carer

Start date for adoption leave

You can choose to start your leave on any day of the week from either:

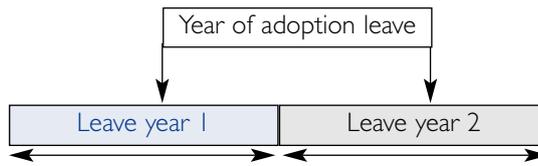
- ❖ the date of the child's placement, whether this is earlier or later than expected; or
- ❖ any day in the 14 days before the expected date of placement.

You can change your mind but you must give at least 4 weeks' notice of any change in the date on which you want to start your adoption leave¹. Forms for you to use for this purpose is on page 25.

Annual leave

While you are on adoption leave, your entitlement to annual leave is entirely unaffected. It goes on accruing while you are off.

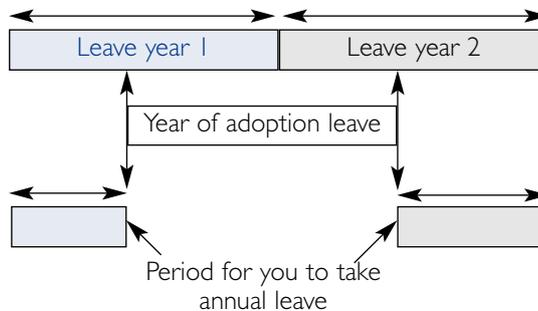
However, you cannot take annual leave while you are on adoption leave. Furthermore, your adoption leave is not likely to coincide exactly with a leave year. See below:



This means that:

- 1 you may have annual leave entitlement from 2 leave years to take; and
- 2 you may be on adoption leave for 12 months in those 2 years; and so
- 3 you may have almost 2 years annual leave to fit into the 12 months on either side of your adoption leave.

See below.



1. If for practical reasons you cannot give the full 4 weeks' notice (eg if the date of the placement is unexpectedly changed) notify your manager as soon as is reasonably possible.

Adoption Provisions

Planning adoption leave as a primary carer

You should plan the best way to fit your annual leave into the periods before and after your adoption leave. Be sure to discuss these plans with your manager. They have the right to refuse annual leave if granting it would interfere with effective service delivery.

Most people find it helpful to take a large chunk of paid annual leave immediately before

- ❖ starting adoption leave; or
- ❖ returning to work.

Normally staff can carry over only 5 days annual leave from one leave year to the next.

But if you are on adoption leave when the current leave year ends¹, the College will allow you to carry over the whole amount, provided that:

- ❖ when your adoption leave ends, you take (at least) the amount of annual leave you carried over; and
- ❖ you go on to complete at least 3 months at work after your return from adoption leave.

Appraisal and other long-term processes

Discuss with your manager how best to take account of your absence when dealing with issues such as:

- ❖ annual appraisal
- ❖ academic review
- ❖ probation assessment
- ❖ research assessment exercise.

In principle, you will not be treated less favourably because of your adoption leave. Where it is possible and reasonable to do so, your manager will:

- ❖ amend the timing of meetings or the time-scale of processes to enable you to participate fully; or
- ❖ take account of the effect of your absence on your development or the work or research you are doing

However in some cases the College may have little option but to suspend your participation in one of these long term processes until you return to work.

1. The leave year runs from 1st January to 31st December for some staff and from 1st April to 31st March for others.

Adoption Provisions

Planning adoption leave as a primary carer

Keeping-in-touch days

While you are on adoption leave, you can do up to 10 days' work for the College. If you do more than this, your entitlement to adoption leave and pay would automatically end.

Any day or part of a day on which you work during your adoption leave will count as a whole day towards the maximum of 10 days.

There is no right on either side to insist on keeping-in-touch days. Your manager does not have to offer any; and you certainly are not required to work on any such days that are offered.

However, it would make good sense to discuss and record, in good time before adoption leave starts:

- ❖ the number, if any, of keeping-in-touch days that are mutually agreed; and
- ❖ some planning of the timing of any such days; and
- ❖ the work, training, or other activities that you might appropriately do.

If you agree to work any such days, as you do them, your manager will arrange for you to be paid.

However, if the total of:

- 1 your adoption pay for the day and
 - 2 the money you earn that day
- is greater than your normal day's pay, the College will deduct the excess.

Adoption Provisions

Primary carers - while you are off

Keeping-in-touch days

See page 8.

Don't forget that your manager will have to notify HR so that you can be paid for any keeping-in-touch days you work.

Annual leave

You cannot take annual leave while you are on adoption leave. If you take paid annual leave immediately before returning to work, the first day of annual leave you take ends your adoption leave.

Bank holidays and closure days

As with annual leave, you cannot take or be paid for any bank holiday or closure day that falls in the period of your adoption leave.

Bank holidays and closure days fall on fixed days of the year and are separate from annual leave. You cannot, therefore, carry them forward to be taken after your return to work.

Reasonable contact

Quite apart from keeping in-touch-days, the College is entitled to make reasonable contact with staff.

Your manager may do so, for example, to consult you over any change to working practices or reorganisation, or simply to keep you up-to-date on work issues or personnel changes.

The HR department is likely to contact you to clarify arrangements as your adoption leave ends.

If you are on a fixed-term contract that is due to end during your adoption leave the College will need to contact you as it considers, in the normal way, whether to extend your contract.

Adoption Provisions

While you are off primary carers

Your pension contributions

If you are in one of the College's pension schemes, Payroll will automatically deduct contributions throughout your paid adoption leave.

Your contribution will be worked out as a percentage of your adoption pay, rather than your full pay. Even though your contributions are based on reduced levels of pay they count at the full rate towards retirement benefits.

During any periods on which you are on nil pay, your contributions will stop. What happens then depends on the scheme you are in.

If you are in the NHS scheme:

You must pay contributions for the nil pay period. The College pays these for you while you are on nil pay, but when you return to work, you must pay these back.

In the nil pay period, your contributions are payable on the basis of the final rate of adoption pay (other than nil pay) that you get during your paid adoption leave.

If you are in Saul or USS:

you may opt whether or not to pay contributions for your nil pay adoption leave. Such contributions are payable on the basis of the final rate of adoption pay (other than nil pay) that you get during your paid adoption leave.

Clearly, if you do opt to contribute, you will increase your retirement benefits.

Any contributions on nil pay are deferred until you have returned to work. The Pensions section of the HR Department will contact you to get your decision and will arrange to implement it.

Pay increases

You are entitled to any pay increase or increment that falls due during your adoption leave.

However, the College Payroll system cannot (currently) work these out automatically. You will receive any adjustment due at the end of your adoption leave.

Adoption Provisions

Returning to work

Returning to work

The College will expect you to return after **52 weeks** adoption¹ leave unless:

- ❖ you have agreed an earlier date of return with your manager or
- ❖ you have already resigned and given notice of your last working day; or
- ❖ you are on a fixed-term contract that has already expired.

The HR department will notify you of the date you are expected to return before you begin adoption leave.

You are entitled to return to a job that is the same as or similar to the one which you had before you took adoption leave, unless this is not reasonably possible.

In practice, payroll staff in the HR department will not reinstate your pay unless your manager notifies them that you have returned to work. You should raise this with your manager to ensure that it happens.

Returning early

If you want to return to work before the end of the 52 weeks' adoption leave period, you must write to your manager and HR giving at least 8 weeks' notice of the date that you wish to come back to work so that you can be paid correctly and they can plan your return.

If you give less notice than is required, your manager has the right to delay your return to the earliest of either:

- ❖ the date by which the 8 weeks' notice would have elapsed; or
- ❖ the date you were expected to return.

The more notice you give the better the College can make the necessary arrangements. A form you can use to give notice of an early return is on page 26.

If your return is delayed after the date you expect to return because of an illness, you must submit a doctor's certificate.

1. The College is required to do this in law.

Adoption Provisions

Returning to work

If you want to leave

The College will advise you to keep your options open, certainly at least until the child is settled.

If you decide to leave you must give, as a minimum, the period of notice set out in your contract. However, the more notice you give, the better the College will be able to plan its services. You can give more notice than is required so that your departure coincides with the end of your adoption leave.

In practice, you stand to benefit by timing your departure to coincide with the end of your adoption leave. For example:

- ❖ you can continue to accrue annual leave during your adoption leave, even during the nil pay period; and
- ❖ you can continue your membership in the pension fund, which is likely to lead to improved pension benefits.

Remember that if you do not return to work for a period of at least 3 months, the College will:

- ❖ reclaim the difference between, if you have been paid it, its adoption scheme and SAP; and
- ❖ reclaim any annual leave you have been allowed to carry over from one leave year to the next.

If you don't wish to put yourself in debt to the College, and would prefer to be paid only SAP, you can arrange this before you begin adoption leave. The form on page 28 covers this issue.

Repaying adoption pay/annual leave

Even if you qualify for and are paid under the QMUL Adoption scheme, you will lose your entitlement to it unless you complete 3 months at work after your return from adoption leave.

If you do not meet this condition, you will be required to repay the difference between the College scheme and SAP.

As the purpose of the College adoption scheme is to encourage a genuine return to work, the 3 months will be extended if you:

- ❖ reduce your hours when you come back to work;
- ❖ take any sick, annual or sabbatical leave or other time off during the 3 months.

The HR department will work out the adjustment to be made. The adjustment will take into account:

- ❖ your last day of employment - you are employed throughout the whole period of your adoption leave; and
- ❖ your entitlement to be paid for any outstanding annual leave accrued during the final leave year of your employment; and
- ❖ any pension contributions you owe; and
- ❖ the difference between the adoption pay you have received and your statutory entitlement.

Adoption Provisions

Returning to work

Flexible working

You may wish to reduce your hours or consider flexible working arrangements after your return to work. You should discuss this matter as soon as possible with your manager.

Any application you make will be considered under the College's Code of Practice on Flexible Working. The Code and an application form are available from the HR website.

Unpaid time off

The HR Code of Practice on Leave includes provisions for staff to take unpaid time off in connection with their children. These include:

- ❖ time off to care for dependants
- ❖ unpaid parental leave

Any application for time off you make will be considered under the College's Code of Practice on Maternity, Paternity, Adoption and Other Related Leave.

Nursery

The College nursery:

- ❖ is run from a purpose-built nursery in Bancroft Road;
- ❖ has 65 places for the children of staff and students of Queen Mary (and others);
- ❖ caters for children aged from 3 months to 5 years;
- ❖ is open between the hours of 8.30am and 5.30pm, 49 weeks of the year.

You can find out more about the nursery, its fees, the services it offers and how to apply for a place from the nursery or its website.

Childcare vouchers

Under this scheme, staff can agree to take some of their pay as child-care vouchers rather than cash.

The advantage of this is that child-care vouchers can be paid to you without any deduction of income tax or National Insurance. The vouchers can then be used to pay child-care providers for caring for your children.

You can get more details of the scheme from the HR Department or website.

Adoption Provisions

Primary carers on fixed-term contracts

If your fixed-term contract ends

If your contract is due to end while you are still on adoption leave, the case for extending or renewing your contract will be considered under the provisions of the Code of Practice on Reviewing Fixed-term Contracts.

The fact that you are on adoption leave is not material to the process to be followed nor to the decision to be made. If your employment is not extended you will be given:

- ❖ the reason for the decision; and
- ❖ a right of appeal.

Your employment will end on the date in your contract. However, the College will continue to consider redeployment opportunities for you until the date your adoption leave ends.

If you are getting College adoption pay, you will be paid:

- ❖ College adoption pay up till the date your contract ends; and
- ❖ SAP thereafter until the statutory adoption pay period is exhausted.
- ❖ any redundancy pay you are entitled to (see the Code of Practice on Reviewing Fixed-term Contracts).

The College will waive repayment of any difference between College adoption pay and SAP if:

- ❖ the end of your contract prevents you from, either:
 - returning to work; or
 - completing 3 months employment.

Research grants and adoption leave

The Code of Practice on Reviewing Fixed-term Contracts sets out the issues to consider at the end of the contract.

There is no automatic right for an employee on a fixed-term contract to be given an extension to their contract equivalent to the period of their adoption leave.

This is so even if the grant provides sufficient funds to cover the whole amount of your adoption pay.

As well as the financial position, the College will take into account a range of other factors, including:

- ❖ any work or research that is required at the time the contract is due to end; and
- ❖ any arrangements made to cover the work while you were on adoption leave

Adoption Provisions

Schemes for secondary carers

For secondary carers (those who are the spouse, partner or civil partner of someone who is adopting) the College applies its paternity scheme.

The scheme applies:

- ❖ equally to all College employees¹, including:
 - part-time and
 - casual, temporary or fixed-term staff; and
 - people in same-sex relationships;
- ❖ only when a child, meaning someone who is under 18, is newly placed for adoption. You will not qualify, for example, if you are a step-parent adopting your partner's child.

You can take only one period of leave, and pay, if due, even if more than one child is placed in the arrangement.

Qualifying

To qualify for the scheme:

- ❖ your partner must be newly matched with a child² by an approved adoption agency; and
- ❖ you must have or expect to have responsibility for the child's upbringing
- ❖ you must have been continuously employed by the College for at least 26 weeks, ending with the week in which notification of the adoptive match occurs³.

1. You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their adoption scheme is the one that will apply to you.

Ordinary paternity leave and pay - becoming an adoptive parent

Leave

You can opt to take paid ordinary paternity leave lasting up to two weeks.

The following rules apply:

- ❖ both weeks must be taken as whole weeks - though they need not be consecutive; and
- ❖ you may start your leave on any day of the week on or after the child's placement; and
- ❖ you must complete your ordinary paternity leave within 8 weeks of the child's placement.

Paternity pay during ordinary paternity leave

You will get full pay for both weeks' ordinary paternity leave.

2. A child is a person under the age of 18.
3. For UK adoptions. For overseas adoptions, the qualifying week ends with the week in which the official notification of eligibility was received or since the start of your employment.

Adoption Provisions

Schemes for secondary carers

Before you start ordinary paternity leave

The adoption agency will notify your partner (the adopter) they have been matched with a child.

For UK matched adoptions, within 7 days of the notification of adoption you must inform your manager and the HR department in writing:

- ❖ that you intend to take ordinary paternity leave
- ❖ when the child is expected to be placed
- ❖ whether you wish to take one or two weeks' leave
- ❖ the start and end dates of your ordinary paternity leave

In the case of a child(ren) adopted from overseas, the same information must be provided within 28 days of receipt of the official notification of eligibility for adoption.

A form for you to use is on page 29. It includes a declaration for you to sign as evidence of your entitlement to ordinary paternity leave.

You can change your mind about the date on which you want the leave to start providing you give enough notice.

You must give at least 4 weeks' notice of the new date on which you want to start ordinary paternity leave¹.

Return to work

For primary carers, staff must return to work for a 3 month period so as not to forfeit the difference between the statutory scheme and the QMUL scheme.

This rule, however, does not apply to ordinary paternity leave for the secondary carer.

1. *If for practical reasons you cannot give the full 4 weeks' notice (eg if the child is placed earlier than expected) notify your manager as soon as is reasonably possible.*

Adoption Provisions

Schemes for secondary carers

Additional paternity leave and pay - becoming an adoptive parent

To be able to take additional paternity leave, in addition to the qualifying requirements for ordinary paternity leave:

- ❖ you must remain in continuous employment with the College until the week before the first week of additional paternity leave; and
- ❖ the primary carer of the child that you are sharing the upbringing with must have returned to work having taken a minimum of 20 weeks' adoption leave from the date of birth; or
- ❖ in the case of a child adopted in the UK, 20 weeks after the date of placement of the child for adoption; or
- ❖ in the case of a child adopted from overseas, 20 weeks after the child entered Great Britain

and must end no later than 12 months after that date.

If eligible, you can take additional paternity leave for a minimum of 2 and 26 weeks, which must be taken as a single continuous block.

Paternity Pay during additional paternity leave

If the primary carer has not used up all their entitlement to statutory adoption pay during their period of adoption leave, you will be paid the balance at the statutory rate (currently £135.45 per week as at April 2012).

Before you start additional paternity leave

At least 8 weeks before you want to start your additional paternity leave you must inform your manager in writing:

- ❖ that you intend to take additional paternity leave and the dates that you wish to start and end the leave;
- ❖ and, for UK adoptions, the date the adoption agency informed you that you had been matched with a child and the date that the child was placed with you; or
- ❖ in the case of a child adopted from overseas, the date the official notification was sent to the adopter and the date the child entered the UK on or after 3 April 2011.

Different forms are required to be completed depending on if the child is a UK adoption or one from abroad.

You should contact your HR

Administrator who will send you the appropriate form and answer any questions you may have. The joint adopter will also need to provide information on the form and they must be completed in full before your application to take additional paternity leave will be processed. You may also be asked to provide additional information such as a copy of the official notification of the child's adoption, evidence of the date the child entered the UK and the name and business address of the primary carer's employer.

Adoption Provisions

Schemes for secondary carers

Changing your mind about when you want to take additional paternity leave

You can change your mind about the date on which you want the additional paternity leave to start providing you give enough notice. You must normally give at least 6 weeks' notice of the new date. But if you cannot do so for practical reasons you must give notice as soon as is reasonably possible.

Death of the primary carer during adoption leave

You should contact your manager and HR as soon as possible in the event of the primary carer's death during adoption leave.

Keeping in touch (KIT) days

You are entitled to up to 10 keeping in touch days when you are on additional paternity leave. This means that you can come into work for a meeting with your manager or team members and you will be paid your normal rate of pay, minus any statutory paternity pay that may be due, without ending your additional paternity leave.

There is no obligation to offer you a KIT day or to attend it.

Returning to work after additional paternity leave

You are entitled to return to the same job as you had before you went on additional paternity leave. In the event that this is not reasonably practical, you are entitled to return to a job that is suitable and appropriate for you to do.

Terms and conditions of employment

With the exception of pay, all other terms and conditions of employment such as pension and annual leave will still apply during a period of additional paternity leave.

Other provisions for working parents

Pages 12 to 13 of this booklet set out information for parents on:

- ❖ flexible working
- ❖ time off for dependants
- ❖ parental leave
- ❖ the QMUL nursery
- ❖ childcare vouchers.

An application form for flexible working is available from the HR Department or web-site.

Adoption Provisions

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Adoption Provisions

Appendix 1: Adoption leave planners

There are 3 adoption leave planners on the next 4 pages of this handbook. Other planning tools are available on the internet. For example, DirectGov has an interactive website which can help you work out your statutory pay and leave entitlement.

How to use the planners

Action planner

This planner is designed to help you understand what you have to do and when by.

The key date for qualifying is the week the adoption agency notifies the primary carer that they have been matched with a child.

By the start of this week you must have:

- ❖ 1 year's continuous service to qualify as **primary** carer for the QMUL adoption scheme
- ❖ 26 weeks' continuous service to qualify as **primary** carer for the statutory adoption scheme
- ❖ 26 weeks' continuous service to qualify as **secondary** carer under both the statutory adoption and QMUL schemes.

If you are the primary carer, you have 7 days from the date you are notified of a match to inform the College of your intention to take adoption leave.

The date of the placement

The primary carer

can begin leave on any day in the two week period ending with the date of the placement.

The secondary carer

cannot begin ordinary paternity leave before this date and must take both weeks in the 8 weeks following the placement.

21 weeks after the date of placement

The secondary carer cannot begin additional paternity leave until after this date at the earliest and the primary carer has returned to work.

Returning to work - primary carer

When you tell HR the date you want to start your adoption leave, they will tell you in writing, the date they expect you to return to work.

This will always be 1 year to the day after your adoption leave starts.

It is helpful to enter this date on the planner overleaf.

Adoption Pay Planner

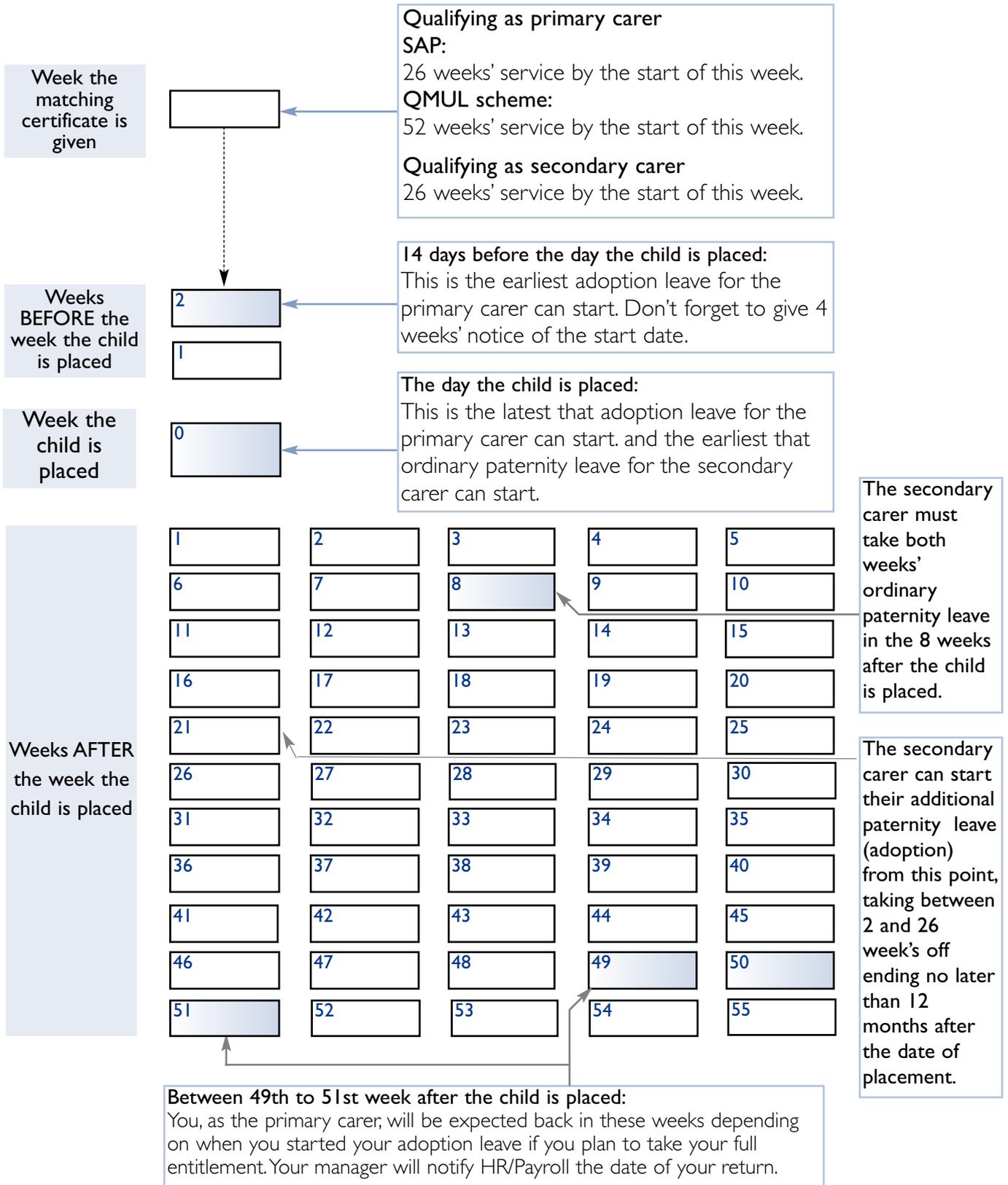
This is designed to help you understand what your income will be during the period of your adoption leave.

Annual Leave Planner

This is designed to help you work out how best your annual leave around your adoption leave.

Adoption Provisions

Appendix 2: Action planner - adoption leave



Adoption Provisions

Appendix 3: Adoption pay planner for primary carers

Each box below represents a week, which can start on any day. Enter the date you plan to start adoption leave in box 1 of the scheme you qualify for (SAP or the College scheme). Enter the dates in the boxes when the rate of your adoption pay changes. Enter the date when you are expected back at work. Consider if you want to return to work before the nil pay period ends and if you want to do this by taking annual leave.

College adoption pay primary carer:

Full pay starts →	1	2	3	4	5	6
	7	8	9	10	11	12
Full pay ends	13	14	15	16	17	18
	→					
Half pay starts →	19	20	21	22	23	24
	25	26	27	28	29	30
Half pay ends, and SAP at standard rate starts	31	32	33	34	35	36
	37	38	39	40	41	42
SAP at standard rate ends and nil pay period starts	43	44	45	46	47	48
	49	50	51	52	53	

← Week you are expected back at work.

Statutory adoption pay primary carer:

SAP at standard rate set by the government is payable for the first 39 weeks →	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31	32	33	34	35	36
SAP at standard rate set by the government ends and nil pay period starts	37	38	39	40	41	42
	43	44	45	46	47	48
	49	50	51	52	53	
	← Week you are expected back at work.					

Adoption Provisions

Appendix 4: Annual leave planner for primary carers

Each box below represents a working week. Two leave years are shown since most adoption leave periods will not fall within a single leave year. Enter in box 1 of both leave years the date your leave year starts (January 1 or April 1 depending on your terms and conditions). Enter in the relevant box (in leave year 1) the date you intend to start adoption leave. Enter in the relevant box (normally in leave year 2):

- 1 the date your paid adoption leave will end;
- 2 the date you are expected back at work;
- 3 the date you wish to return if you want to return early.

Work out :

- 1 your full annual leave entitlement over the 2 leave years (for full-time staff this will 30 days x 2 = 60 days)
- 2 any annual leave you have already taken in leave year 1
- 3 any other annual leave you plan to take in leave year 1 before your adoption leave starts
- 4 the amount, if any, of annual leave you intend to add to the end of your adoption leave - it's a good idea to enter the number of days into the relevant boxes
- 5 how you can fit the remaining annual leave into the period before and after your adoption leave.

Contact your HR Advisor if you need any help working out your entitlement.

Leave year 1	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31	32	33	34	35	36
	37	38	39	40	41	42
	43	44	45	46	47	48
	49	50	51	52		
	Leave year 2	1	2	3	4	5
7		8	9	10	11	12
13		14	15	16	17	18
19		20	21	22	23	24
25		26	27	28	29	30
31		32	33	34	35	36
37		38	39	40	41	42
43		44	45	46	47	48
49		50	51	52		

Adoption Provisions

Appendix 5: Written notice of adoption leave

Instructions for the employee

1. Use this form to tell HR that you have been matched with a child under 18 years of age and want to take adoption leave.
2. You should give the same information to your manager and get them to sign the form.
3. Ask your adoption agency for a matching certificate.
4. Make sure that HR get this form and the matching certificate within 7 days of being notified of a match by the adoption agency. If there are practical reasons why cannot do this, tell your HR Advisor. The address is: HR Department, QMUL, Mile End, London, E1 4NS.

1. Your name:

2. Your payroll ref. number (see MyHR):

3. I am adopting and I have been matched with a child by an approved adoption agency. The expected date of the placement is:

4. The date I plan to start adoption leave (and begin getting SAP) is: [Give at least 4 weeks' notice. The date can be the date of the placement or in the 14 days before.]

I will give you 4 weeks' notice of any change to the date I plan to start adoption leave.

5. A matching certificate from my adoption agency is:
[Tick the appropriate box]

- already in your possession
- enclosed with this form
- to be given to you shortly

6. Please:
[tick any appropriate boxes]

- let me and my manager know the date on which I am expected to return to work
- arrange a meeting with me to discuss College adoption provisions
- confirm my entitlement to adoption pay

7. Your signature

8. Date

9. Your manager's signature

Adoption Provisions

Appendix 6: Change in start of adoption leave

Instructions for the employee

- Use this form to tell HR that you want to change the start date of your adoption leave. The address is: HR Department, QMUL, Mile End, London, E1 4NS. Normally you must give 4 weeks' notice of the new date. However, if you are unable to do so for practical reasons, for example if the child is placed earlier than expected, you should notify the College as soon as is reasonably possible. If you do not give notice in time, your manager can require you to delay the start of your adoption leave. Don't forget, you must plan to start your adoption leave on the day of the placement or on any day in the two weeks before that date.
- Keep your manager informed so that they can plan appropriately. There is a box on the form to show that they have approved the change.

<p>1. Your name:</p> <input type="text"/>	<p>8. Manager's approval [tick the appropriate box and sign below]</p> <p><input type="checkbox"/> I agree the new start date</p> <p><input type="checkbox"/> I do not agree the new start date for this employee's adoption leave. The earliest date¹ I can agree to is in the box below.</p> <p>New start date for adoption leave</p> <input type="text"/>
<p>2. Your payroll ref. number (see MyHR):</p> <input type="text"/>	<p>9. Manager's signature</p> <input type="text"/>
<p>3. I have advised you before that I plan to start adoption leave on:</p> <input type="text"/>	<p>10. Date of signature</p> <input type="text"/>
<p>4. The date I now plan to start adoption leave is:</p> <input type="text"/>	
<p>5. Your signature</p> <input type="text"/>	
<p>6. Date of signature</p> <input type="text"/>	
<p>7. Please let me and my manager know the new date on which I am expected to return to work.</p>	<p>1. You cannot insist on any date later than:</p> <p>(a) 4 weeks after the date the employee notified you of the change; or</p> <p>(b) [if the employee is not able to give 4 weeks' notice for practical reasons] the date on which it became reasonably possible for them to notify you of the change.</p>

Adoption Provisions

Appendix 7: Notice of early return from adoption leave

Instructions for the employee

1. Use this form to tell HR that you want to return to work before the date you are expected to return. The address is: HR Department, QMUL, Mile End, London, E1 4NS. You must give at least 8 weeks' notice of the new date. If you do not, your manager can require you to delay the start of your adoption leave until the 8 weeks have elapsed. The new date must be within 1 year of the date you started your adoption leave.
 2. Keep your manager informed so that they can plan appropriately.
-

1. Your name:

2. Your payroll ref. number (see MyHR):

3. You are expecting me to return from adoption leave on:

4. I now plan to return early on:

5. Your signature

6. Date

7. Please confirm with me and my manager that the new date is acceptable.

Adoption Provisions

Appendix 8: Notice to quit

Instructions for the employee

1. Use this form to tell HR that you want to leave at the end of your adoption leave. The address is: HR Department, QMUL, Mile End, London, E1 4NS. You must give at least the amount of notice as required in your contract. However, you can give more notice than the minimum and the sooner the College is aware of your intentions, the better it can plan its work. Your final working day will normally be the day before you are due to return to work. Please seek advice first from your HR Advisor. If you want to put in any other date.
 2. Keep your manager (as well as HR) informed so that they can plan appropriately.
-

1. Your name:

2. Your payroll ref. number (see MyHR):

3. You are expecting me to return from adoption leave on:

4. I am giving notice of my resignation as I no longer intend to return to work at the end of my period of adoption leave. My final working day will be:

(insert date)

5. Your signature

6. Date

7. Please confirm with me and my manager that you have noted my resignation.

Adoption Provisions

Appendix 9: Opting for SAP

Instructions for the employee

1. Use this form if you are entitled both to SAP and QMUL adoption pay.
 2. In such cases, the College will normally pay you under the College's adoption scheme rather than SAP. However, if you do not return for at least 3 months after your adoption leave, the College will reclaim the difference. If you are not sure whether you want to return and would prefer to be paid SAP, use this form to inform HR. The address is: HR Department, QMUL, Mile End, London, E1 4NS.
-

1. Your name:

2. Your payroll ref. number (see MyHR):

3. I am taking adoption leave and am entitled to College adoption pay. However, I would prefer to be paid SAP while I am on adoption leave.

4. Your signature

5. Date

6. Please confirm with me and my manager that you have noted my request.

Adoption Provisions

Appendix 10: Application for ordinary paternity leave (adoption)

Instructions for the employee

- Use this form to tell HR that your partner has been matched with a child under 18 and that you want to take ordinary paternity leave (adoption). Don't forget to tell your manager too. A box for them to sign is at the foot of the page
- Make sure that HR get this form and the self-certificate within 7 days of being notified of a match by the adoption agency. If there are practical reasons why you cannot do this please tell your HR Advisor. The address is: HR Department, QMUL, Mile End, London, E1 4NS.

1. Your name:

2. Your payroll ref. number (see MyHR):

3. My partner has been matched with a child by an approved adoption agency. The expected date of the placement is:

4. I plan to take the following two weeks (which need not be consecutive) as ordinary paternity leave(adoption) : [Give at least 4 weeks' notice. You cannot begin ordinary paternity leave (adoption) before the date of the placement. Both weeks must be taken in the 8 weeks following the date of the placement.]

Week one

Week two

I will give you 4 weeks' notice of any change to the date I plan to start ordinary paternity¹ leave (adoption) unless I am unable to do so for practical reasons and then I will let you know as soon as is reasonably possible.

5. I declare that I am:

[Tick one box]

adopting a child with my partner and wish to take adoption leave as the secondary carer.

I am married to the person adopting the child, or I am their civil partner or partner.

6. I also declare that:

[Tick the box if appropriate]

I will have joint responsibility for the child's upbringing.

7. Your signature

8. Date

7. Your manager's signature

1. The scheme applies equally to people in same-sex relationships.

