

Adoption Leave

ADOPTIVE LEAVE

OCCUPATIONAL ADOPTION LEAVE

Adoption leave will be available to all members of staff, whether full-time or part-time. Where two people adopt a child, one will be entitled to adoption leave and the other to paternity leave. If the parent employed by the University wishes to take adoption leave, and has one year's continuous service with the University at the time the child is placed with him/her, he/she will be entitled to a total of 52 weeks' continuous leave, comprising 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave. Whilst on adoption leave he/she will be entitled to 18 weeks' full pay, a further 21 weeks on statutory adoption pay and the final 13 weeks unpaid.

STATUTORY ADOPTION LEAVE

Members of staff who do not have one year's continuous service but who have 26 weeks' continuous service will be entitled to 39 weeks' leave paid at a rate equivalent to the rate of statutory maternity pay¹ and up to 13 weeks' unpaid leave. Only one partner may take adoption leave – the other must take Paternity leave. Adoption leave may begin at earliest, 14 days before the expected date of placement of the child with the parent, and at latest, on the day in which the child is placed for adoption.

ALL ADOPTION LEAVE

In all cases, when a member of staff applies for adoption leave, the University will require confirmation that their partner is taking paternity leave only. The earliest date on which the adoption leave may commence is 14 days prior to the expected date of the placement of the child with the adoptive parents, and the latest date on which it can commence is the date of placement. The adoptive parent should give 28 days' notice of the date on which she/he intends the adoption leave to start. If this is not possible, the adoption leave will start on the day the child is placed with the adoptive parent.

Superannuation contributions will be paid by the University and by the employee during paid adoption leave, and during the unpaid leave if the employee so wishes. Where the member of staff opts out of paying contributions for the unpaid period, a break in superannuable service will occur.

All adoption leave whether paid or unpaid, shall be given without loss of seniority, sick leave entitlement or incremental progression, and the period of employment will be deemed to be continuous

If a member of staff chooses to change their date of return they must give the University 8 weeks' notice.

Members of staff who adopt a child will also be entitled to parental leave. Please refer to section 4 - Parental Leave.