



OCCUPATIONAL ADOPTION SUPPORT SCHEME

Eligibility:

There is no service requirement.

Employees must be the primary provider of support to the person adopting a child, at or around, the time of placement (and so unlike the Paternity Leave scheme you may be an immediate relative and may not be responsible for the child's long-term upbringing).

Adoption Support Leave will not be granted where the Occupational Paternity Support Scheme has been granted.

***Relevant Date**

For adoptions within the UK , the date at which the employee is notified of the adoption match by the adoption agency.

For adoptions from overseas, where official notification has been issued by or on behalf of the relevant domestic authority .

Entitlement to Adoption Support Leave:

1 week's paid leave to be taken within 8 weeks of the relevant date*.

Notification of Adoption Support Leave:

Employees will be required to inform the Council of their intention to take adoption support leave within seven days of the adopter being notified by their adoption agency that they have been matched with a child, unless this is not reasonably practicable. They will need to tell us:

- when the child is expected to be placed;
- when they want their leave to start.

Employees will be able to change their mind about the date on which they want their leave to start providing they tell their employer 28 days in advance (unless this is not reasonably practicable).

Adoption Support Pay:

- One week at normal weekly earnings

Return to work

The assumption under the scheme is that the employee intends to return to work at the end of the scheme.

If an employee requests any other adjustment to the job on their return to work, for the purposes of child care arrangements, then these will be considered under the Council's Flexible Working Policy.

Pensions

Employees who are members of the Local Government Pension Scheme (LGPS) will pay contributions on any pay received during Adoption Support Leave. This will be based on the contribution rate effective at the time.

Other contractual benefits:

The employee is entitled to all normal contractual benefits during the scheme (except sick pay – see below).

All statutory rights will be upheld.

Annual Leave

Leave is accrued in accordance with the employee's contract during the one week paid Adoption Support Leave

Sickness

An employee who is in receipt of Occupational or Statutory Sick Pay may not receive Adoption Support Pay at the same time.