

**BRIDGES HULL
ADOPTION LEAVE POLICY**

(1) Entitlement

This policy applies to staff who have been continuously employed for 26 weeks when they are notified that they have been matched for adoption. A member of staff, male or female, who adopts a child will be entitled to adoption leave provided that only one of the adoptive parents may take adoption leave. The other parent will be entitled to take paternity leave.

(2) Adoption Leave

An employee who adopts a child is entitled to one year's adoption leave. The period of adoption leave will begin on the date when the child is placed for adoption or a date in the two weeks before that date, if specified by the employee. An employee wishing to take adoption leave should notify Bridges Hull within seven days of receiving notice that they have been matched with a child or as soon as reasonably practicable thereafter.

(3) Right to Return to Work

After a period of adoption leave, the employee has a right to return to their same job. If the employee has been absent for more than six months and it is not reasonably practicable for them to return to the same job, they have a right to return to an alternative job that is suitable and appropriate.

If the child is expected to be placed for adoption on or after 1 April 2007 and you wish to return earlier than agreed you must provide eight weeks' written notice of your intended return. The Employer is not obliged to allow you to return before the end of this eight week period.

(4) Adoption Pay

The Employer will pay statutory adoption pay (SAP) in accordance with its legal obligations from time to time. Currently, in order to qualify for SAP, an employee must satisfy the following criteria:

- she/he (“she”) must have completed 26 weeks’ continuous employment with Bridges Hull when she is notified that she has been matched for adoption;
- she must have taken adoption leave;
- her average earnings must have been at or above the lower
- earnings limit for national insurance payment purposes for the appropriate period of time (the last eight weeks);
- she has elected to receive SAP.

SAP is payable for a maximum period of 26 weeks. Where the child is placed for adoption on or after 1 April 2007 SAP is payable for a maximum period of 39 weeks. The Employer will pay SAP at the appropriate rate from time to time. SAP is subject to deductions for tax, national insurance and any other deductions which the Employer may legally make.

(5) Working During the Adoption Leave Period

If the child is expected to be placed for adoption on or after 1 April 2007 you can work or undertake training or other activities for the purpose of keeping in touch with the workplace for up to 10 days (a KIT day) during your adoption leave without bringing your adoption leave to an end or losing your entitlement to SAP.

Your total period of adoption leave will remain at 52 weeks regardless of whether you work on a KIT day.

(6) Contact during the Adoption Leave Period

If the child is expected to be placed for adoption on or after 1 April 2007 your Employer is entitled to make reasonable contact with you during your adoption leave (for example to discuss your return to work).