

**Maternity, Paternity and Adoption Policy**

1. **Policy statement**

The University has established Maternity, Paternity and Adoption schemes to support employees during their leave, and to facilitate retention of their skills and commitment.

1. **Scope**

This Policy applies to all contracted employees of the University. The University has two different Maternity Pay schemes with eligibility dependant on length of service as follows:

* 1. **Ordinary Maternity Pay Scheme**

Women who have worked for the University for less than 40 weeks by their

expected week of childbirth (EWC) will be entitled to return to their substantive contracted role on the same terms and conditions of employment, unless a redundancy situation has arisen. They will be entitled to the **Ordinary Maternity Leave** provision, **followed by the Additional Maternity Leave provision.** A summary of pay and leave is outlined in a question and answer assessment at Appendix 1.

* 1. **Enhanced Maternity Pay Scheme**

Women who have worked for the University for 40 weeks or more by their expected week of childbirth (EWC) will be entitled to return to their substantive contracted role, on the same terms and conditions of employment, unless a redundancy situation has arisen. However, where it is not practicable for operational reasons, a suitable alternative role will be identified. They will be entitled to paid **Ordinary Maternity Leave, followed by Additional Maternity Leave and Additional Maternity pay.** A summary of pay and leave is outlined in a question and answer assessment at Appendix 2.

* 1. **Paternity Leave**

The right to two weeks paternity leave at full pay which must be taken within 56 days of the birth or adoption, or within 56 days of the date the baby was due. To qualify for full pay employees must have worked for the University for 26 weeks by the 15th week before the baby is due, (or by the end of the week that notification is given that an employee has been matched with a child for adoption), and you must be the child’s father or the mother’s husband, partner or civil partner, or the husband or partner (including same sex couples) or the child’s adopter, and be responsible for the child and are taking time off to care for the child or support the mother. A summary of pay and leave is outlined in a question and answer assessment at Appendix 3.

* 1. **Adoption Leave and Pay**

For adoptive couples, including same sex couples, the primary adoptive carer is entitled to take paid time off work when their new child starts to live with them. The University has established for the primary adoptive carer the following leave:

* 39 weeks Ordinary Adoption Leave
* 13 weeks Additional Adoption Leave

To qualify for the Additional University Adoption Pay Scheme an employee must have worked for the University for 40 weeks by the week in which an approved match is made by an approved adoption agency for a child up to 18 years old. A summary of pay and leave is outlined in a question and answer assessment at Appendix 4.

* 1. **Mandatory Training**

Mandatory training will be carried out for all UET members and cascaded to other appropriate managers and supervisors to ensure a common understanding and application of the Policy and associated procedures.

1. **Guidelines**
	1. **Health and Safety**

The University has a duty to take care of the health and safety of all employees. We are also required to carry out risk assessments to assess the workplace risks to women who are pregnant, have recently given birth or are breastfeeding where the work is of a kind that could involve a risk of harm or danger to her health and safety, or the health and safety of her baby, and the risk arising from either processes, working conditions or physical, chemical or biological agents in the workplace. The employee will be sent the Expectant Mothers Risk Assessment Questionnaire to complete once Human Resources receive notification of the pregnancy, and if applicable, the University will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out her normal job duties, the University will take such steps as are reasonably necessary to avoid those risks, such as altering the employee’s working conditions. In some cases, this may mean offering the employee suitable alternative work on terms and conditions that are not substantially less favourable.

If it is not possible for the University to alter the employee’s working conditions to remove the risks to her health, and there is no suitable alternative work available to offer her on a temporary basis, the University may place the employee on a protective leave from work on maternity grounds until such time as there are no longer risks to her health. This may be for the remainder of her pregnancy until the commencement of her maternity leave. If the employee is suspended in these circumstances, her employment will continue during the period of her suspension and it does not in any way affect her statutory or contractual employment and maternity rights. The employee will be entitled to her normal salary and contractual benefits during the period of her suspension, unless she has unreasonably refused an offer of suitable alternative employment.

* 1. **Sickness Absence**

If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun her ordinary maternity leave. If however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before her expected week of childbirth, her maternity leave will automatically start.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the University in writing of this as soon as reasonably practicable.

If an employee is unable to return to work at the end of the maternity or adoption period due to illness or injury, they may be eligible for sick pay in accordance with the University’s Occupational Sick Pay Scheme.

* 1. **Holidays**

Entitlement to annual leave continues to accrue throughout maternity and adoption leave. Discussions will take place with the Line Manager before the start of the leave regarding the taking of holidays in line with the current Annual Leave Policy. The employee will be asked before the start of their maternity or adoption leave to use any outstanding holiday before the period of leave begins. If, due to unforeseen circumstances the employee has untaken holidays, it may be agreed that these holidays can be carried forward into the next holiday year.

* 1. **Holiday Entitlement if not Returning to Work**

If the employee is not returning to work after maternity or adoption leave and, exceptionally, they have holiday entitlement outstanding relating to the period of employment prior to their leave, the University will pay any outstanding accrued holiday pay with their final salary, including those days which will have accrued during maternity or adoption leave.

* 1. **Pensions during Maternity Leave**

Pension contributions will continue as normal during the paid part of maternity leave. This period of leave will count as full pensionable service. During any extended period of unpaid leave (up to the full 52 weeks) the staff member, if a member of the Teachers’ Pension Scheme, may upon return to work, arrange to buy additional service under the new Teachers’ Pensions Regulations. The employee must liaise with Teachers’ Pensions direct.

If the employee is a member of the Local Government Pension Scheme, they can elect to make employee contributions only whilst on unpaid maternity leave. The employee will be contacted by Payroll with regard to costs upon their return to work.

* 1. **Pensions during Adoption Leave**

The University will continue to pay your pension contributions during the paid part

 of your adoption leave. During any extended period of unpaid leave (up to the 52

 weeks the same arrangements will apply as in 3.5 above.

 **3.7 Fixed Term Contracts**

 An employee’s contract will not be exempt from renewal on the basis that they are

 pregnant or going on maternity, paternity or adoption leave.

 **3.7.1 Renewal of Contract**

If an employee is employed on a fixed-term contract and has been informed that their contract will be renewed, then an extension to their contract will be issued at the expiry of the original contract whilst the employee is on maternity or adoption leave.

**3.7.2 Non-Renewal of Contract**

If an employee is employed on a fixed-term contract which is due to expire during their maternity or adoption leave period, and they have been informed that their contract will not be renewed, they will be given the normal notice period in writing.

Their leave will cease and their contract and benefits will terminate. The University will however continue to pay statutory maternity pay (SMP) and statutory adoption pay (SAP) if the employee is eligible for such payment.

**3.8 Death of a Child During Pregnancy**

 **3.8.1 Miscarriage**

If the employee’s pregnancy ends by reason of a miscarriage before the 25th week

 of pregnancy, maternity pay is not payable and there is no entitlement to maternity

 leave.

 The University’s Staff Counselling Service (Alliance) will be made available to both

 partners in the event of a miscarriage. Compassionate leave will also be considered

 sympathetically in line with the normal special leave entitlement.

 **3.8.2 Stillbirths**

Where there is a stillbirth after 24 weeks of pregnancy, the employee’s rights to

 maternity leave and pay will be the same as if the baby had been born healthy.

 The University’s Staff Counselling Service (Alliance) will be made available to both

 partners in the event of a stillbirth. The taking of Paternity Leave will also be

 considered on compassionate grounds.

 **3.9 Applying for Job Vacancies and Training Courses**

The employee’s School or Department will send them any job vacancies or

 information on training courses they may be interested in whilst they are taking

 maternity or adoption leave.

 Employees can apply for any job vacancies that arise during their period of leave

 and should follow the normal recruitment procedures. If they are successful in their

 application for a post, the change will take effect from an agreed date and the

 employee notified accordingly. Employees are also eligible to participate in any

 appropriate training and development courses whilst they are on leave and should

 apply for such using the standard University procedures.

 **3.10 Keeping in Touch Days**

There are 10 optional paid ‘keeping in touch days’ available to employees, without obligation, to undertake training, attend meetings etc. without bringing the maternity

or adoption leave to an end. Employees should arrange such days with their Line

Manager and advise their HR Manager once a day has been taken who will then

Arrange for payment through Payroll.

**3.11 Payment of Maternity, Paternity and Adoption Benefits**

The University will pay maternity, paternity and adoption pay monthly in the same way payments is currently received. If the employee is not returning to work after maternity leave, they will receive their P45 once ordinary maternity pay is exhausted.

If an employee decides not to return to work once maternity/adoption leave has commenced, or does not work for at least three months after the end of the maternity/adoption leave period, they will be asked to refund the twelve weeks half pay.

1. **Procedure**
	1. **Maternity Leave Notification**

On becoming pregnant, an employee should notify their Line Manager as soon as

possible as there are health and safety considerations for the University.

By the end of the qualifying week, or as soon as reasonably practicable afterwards,

the employee is required to inform the University in writing of:

* the fact she is pregnant
* her expected week of childbirth; and
* the date on which she intends to start her maternity leave.

The employee must also provide a MAT B1 form, which is the certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor’s name and address or the midwife’s name and registration number on it.

The employee is permitted to bring forward her maternity leave start date, provided that she advises the University in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone her maternity leave start date, provided that she advises the University in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

The University will respond in writing to the employee’s notification of leave plans within 28 days, confirming the date on which she is expected to return to work if she takes her full 52 week entitlement to maternity leave.

* 1. **Paternity Leave Notification**

Where an employee wishes to request paternity leave in respect of a birth child, he/she must give his/her Line Manager 15 weeks’ written notice, by way of completion of an Application of Paternity Leave Form, of the date on which his/her partner’s baby is due, the length of ordinary paternity leave he/she wishes to take, and the date on which he/she wishes the leave to commence.

In the case of an adopted child, the employee must give written notice of his/her intention to take paternity leave no later than 7 days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date the employee intends to start ordinary paternity leave, the length of the intended ordinary paternity leave period, and the date of which the adopter was notified of having being matched with the child.

If an employee subsequently wishes to change the timing of the ordinary paternity leave, he/she must give 28 days’ written notice of the new dates. The employee must also, if requested, complete and sign a self-certificate declaring that he/she is entitled to ordinary paternity leave and ordinary statutory paternity pay.

* 1. **Adoption Leave Notification**

In order to be entitled to take adoption leave and receive adoption pay, the employee is required to give the University written notification of his/her intention to take adoption leave no later than 7 days after the date on which notification of the match with the child was provided by the adoption agency. Notice, which must be in writing, must specify the date the child is expected to be placed with the employee for adoption, and the date the employee intends his/her adoption leave to start. (see Appendix 4 for the notification process).

The employee is permitted to bring forward his/her adoption leave start date provided that he/she advises the University in writing at least 28 days before the new start date, or, if that is not possible, as soon as reasonably practicable. The employee may also postpone his/her adoption leave start date provided that he/she advises the University in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as is reasonably practicable. The employee must also, if the University requests it, provide evidence of entitlement to adoption leave and pay by producing a “matching certificate” from the adoption agency.

Upon receiving the employee’s notice of intention to take adoption leave, the University will write to the employee confirming the latest date on which the employee can return to work after the adoption leave.

* 1. **Timing of Adoption Leave**

Adoption leave can start on the day the child is placed for adoption, or up to 14 days earlier. In order to make administration as easy as possible, the employee should discuss the timing of his/her adoption leave with his/her immediate Line Manager as soon as possible.

**4.5 Time off for Antenatal Care**

Once an employee has notified the University that she is pregnant, she will be entitled to paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or registered health visitor.

Antenatal care may also include relaxation and parent craft classes that the employee’s doctor, midwife or health visitor has advised her to attend in addition to medical examinations.

The employee should endeavour to give her Line Manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

The child’s father or the mother’s husband, partner or civil partner, or the husband or partner (including same sex couples) is entitled to paid leave to attend two antenatal appointments in support of the mother.

* 1. **Returning to Work after Maternity or Adoption Leave**

 **4.5.1 Maternity Leave**

 If an employee returns to work after Ordinary Maternity Leave (39 weeks) they are

 entitled to return to the same job on the same terms and conditions of employment

 as if they had not been absent, unless a redundancy situation has arisen.

 If an employee returns to work after Additional Maternity Leave (52 weeks) they may

 return to work to the same job on the same terms and conditions of employment as

 if they had not been absent, unless a redundancy situation has arisen, or unless it is

 not reasonably practicable. Where it is not reasonably practicable, the University will

 offer an alternative job which is suitable for the employee to do.

 Should an employee be absent in excess of 52 weeks, they will relinquish their right

 to return to the post they left before their maternity leave. Again, the University will

 seek an alternative suitable position.

 In the event of an employee deciding not to return to work following their period of

 maternity leave for at least 3 months, the 12 weeks of half pay, if paid, will be

 refundable.

 **4.5.2 Adoption Leave**

You have the right to return to the same job following ordinary adoption leave and

 must return for a period of at least 3 months. In the event of an employee not

 returning to work, the 12 weeks’ half pay granted will be refundable, if applicable.

* 1. **Returning to Work on Reduced Hours or Job Share**

If an employee wishes to vary their work pattern on return from maternity or adoption leave they should refer to the University’s Flexible Working Policy and Job Share Procedure as soon as possible. The request may not be automatically be granted and will be subject to the business needs of the School or Department.

* 1. **Family Leave**

If an employee wishes to take Family Leave at the end of Maternity or Adoption Leave they should refer to the University’s Family Leave Policy.

1. **Glossary of terms**

EWC Expected week of childbirth

SMP Maternity Pay

MAT B1 Maternity Certificate issued by Midwife or GP

SAP Statutory Adoption Pay

1. **Approval**

This Policy and Procedure was approved by the People and Organisational Development Committee on 3 March 2017.

1. **Monitoring**

Human Resources will monitor staff who take maternity and adoption leave and will advise Schools and Departments of relevant leave periods.

1. **‘Review by’ date**

This document will be reviewed in March 2022.

Review may occur earlier of legislative and/or professional standards change.

1. **Related Documents**

Family Leave Statement

Flexible Working Policy and Procedure

Shared Parental Leave Policy

Job Share Scheme

Health and Safety Policy (Expectant Mother Risk Assessment)

Sick Pay Scheme

Annual Leave Policy

Teachers’ Pensions Regulations

Teesside Pension Fund Regulations

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| **Document Control** **Title:**Maternity, Paternity and Adoption Policy and Procedure**Applicable to:**e.g. All Staff (except casual staff)**Date of Issue:** March 2017**Procedure Owner:**Human Resources |

**Appendix 1**

**Ordinary Maternity Pay Scheme**

**Less than 40 weeks’ service with the University before the expected week of childbirth (EWC).**

If you have worked at the University for less than 40 weeks by the expected week of childbirth (EWC), you are entitled to Ordinary Maternity Leave, followed by Additional Maternity Leave.

**What are you entitled to?**

* Paid Ordinary Maternity leave of 39 weeks (provided you satisfy the qualifying conditions for statutory maternity pay SMP).
* Followed by unpaid Additional Maternity Leave of 13 weeks.
* Paid time off for Ante Natal care (on the advice of a registered medical practitioner, registered midwife or registered health visitor).

**What pay will you receive?**

Provided that you satisfy the qualifying conditions for SMP (see below, you will be entitled to 39 weeks Maternity Pay made up of:

* Six weeks’ pay at 90% of a “normal” weeks’ pay followed by
* 33 weeks at Statutory Maternity Pay (SMP) or 90% of your average earnings if these are less than the weekly SMP rate.

If you are not entitled to SMP but meet the qualifying conditions based on your recent employment and earnings records, you may claim from the DSS or Job Centre Plus office for up to 26 weeks’ Maternity Allowance. The Payroll Department will issue form SMP1 to you upon receipt of your MATB1 which you should complete and return to the DSS.

To satisfy the qualifying conditions for SMP you must:

* Have 26 weeks’ continuous service with the University by the 15th week before the EWC and;
* Have average weekly earnings in the 8 weeks up to and including the 15th week before EWC at or above the lower earnings limit for the payment of National Insurance contributions.

**What you need to do?**

You must notify your Line Manager in writing of your pregnancy and the date you plan to start your maternity leave by no later than the end of the 15th week before the baby is due. This is known as the “Notification Week”. If this is not reasonably practicable then you must let the University know as soon as you can.

You should then provide Human Resources with a MATB1 Certificate, on or before the 26th week of pregnancy. The MATB1 Certificate will be issued by your Midwife or GP after your 20th week of pregnancy. If you wish to discuss maternity leave entitlements you should contact your HR Manager who will be able to meet with you to explain your options.

**What will the University do?**

Human Resources will write to you within 28 days of receiving your MATB1 and leave dates and will confirm your entitlements and your projected return date.

**When can you start your leave?**

The earliest date is 11 weeks before your baby is due (EWC). The latest week is the date of the actual birth of your baby. Please note that if you are off sick due to a pregnancy related illness from the 4th week before your EWC, your maternity leave will automatically start on the first day of sickness.

**What if you want to change the date you start your maternity leave?**

Normally you are required to give the University at least 28 days’ notice before the new start date or the date of birth if earlier.

**Compulsory Maternity Leave**

There is a 2 week period immediately after the birth of your baby which must be taken as Compulsory Maternity Leave even if you do not wish to take your full ordinary Maternity Leave or Additional Maternity Leave.

**What if your baby is born early?**

If your baby is born prior to the planned commencement of your maternity leave you will need to let Human Resources know in writing as soon as you can. Your start and return dates will normally change to reflect the actual day your baby was born.

**What about returning to work?**

You do not need to notify the University of the date on which you will return to work if you intend to take your agreed period of maternity leave in full. However, if you decide you wish to return to work earlier than your agreed return date you must give the University at least 8 weeks’ notice in writing.

If you wish to return to work later than your agreed return date (by using Additional Maternity Leave) you must give the University at least 28 days’ notice in writing. The maximum period of maternity leave you can take is 52 weeks.

**What if you don’t want to return to work?**

If you decide not to return to work after your Ordinary Maternity Leave then you need to put your notice in writing giving the notice period required in your Contract of Employment.

**What happens to your Contract of Employment whilst you are on leave?**

Your Contract of Employment will continue whilst on leave as if you were still at work (e.g. service, holiday entitlement and pension).

**Who should you contact if you have any questions or queries?**

Your Human Resources Manager will be only too pleased to help with any queries you may have over your maternity leave and entitlement.

**Appendix 2**

**Additional University Maternity Pay Scheme**

**40 weeks’ service with the University by the expected**

**Week of childbirth (EWC)**

If you have worked at the University for 40 weeks or more by the expected week of childbirth (EWC), you are entitled to paid Ordinary Maternity Leave followed by Additional Maternity Leave and Additional Maternity Pay.

**What are you entitled to?**

* Paid Ordinary Maternity Leave of 39 weeks
* Unpaid Additional Maternity Leave of 13 weeks
* Paid time off for ante-natal care (on the advice of a registered medical practitioner, registered midwife or registered health visitor).

**What pay will you receive?**

39 weeks of Maternity Pay made up of:

* 4 weeks of full pay of a “normal week” followed by;
* 2 weeks at 90% of a “normal Weeks’” pay followed by;
* 12 weeks at half pay plus Statutory Maternity Pay (SMP lower rate) followed by;
* 21 weeks at Statutory Maternity Pay (SMP lower rate).

**What do you need to do?**

You must notify your Line Manager in writing of your pregnancy and the date you plan to start your maternity leave by no later than the end of the 15th week before your baby is due. This is known as the “Notification Week”. If this is not reasonably practicable then you must let the University know as soon as you can.

You should provide Human Resources with a MATB1 Certificate on or before the 26th week of pregnancy. The MATB1 will be issued by your GP or Midwife after your 20th week of pregnancy.

**What will the University do?**

Human Resources will write to you within 28 days of receiving your letter confirming your entitlements and your projected return dates.

**When can you start your leave?**

The earliest date if 11 weeks before the baby is due. The latest date is the actual birth of your baby.

Please note if you are off sick due to a pregnancy related illness from the 4th week before the EWC your maternity leave will automatically start on the first day of sickness.

**What if you want to change the date of your Maternity Leave?**

Normally you are required to give the University at least 28 days’ notice before the new start date or the date varied if earlier, i.e. birth of child.

**Compulsory Maternity Leave**

There is a 2 week period immediately after the birth of your baby which must be taken as Compulsory Maternity Leave even if you do not wish to take your Ordinary Maternity Leave or Additional Maternity Leave entitlements.

**What if your baby is born early?**

If your baby is born earlier than the planned commencement of your maternity leave you will need to let Human Resources know in writing as soon as possible. Your return dates will normally change to reflect the actual date of the birth.

**What about returning to work?**

You do not need to notify the University of the date on which you will return to work if you intend to take your full agreed maternity entitlement, including the Additional Maternity Leave.

If you wish to return to work at a later date than agreed you must give the University at least 8 weeks’ notice in writing.

If you wish to return to work earlier than the date agreed you must give the University at least 28 days’ notice in writing.

**What if you don’t want to return to work?**

If you decide not to return to work after your Ordinary Maternity Leave or Additional Maternity Leave you will need to put your notice in writing giving the notice period required in your Contract of Employment.

You will be asked to refund the 12 weeks of half pay if you do not return to work for at least 3 months after the end of your maternity leave.

**What happens to your Contract of Employment whilst you are on maternity leave?**

Your Contract of Employment will continue whilst you are on leave as if you were still at work (e.g. service, holiday entitlement and pension).

**Who should you contact if you have any questions or queries?**

Your Human Resources Manager will be only too pleased to help with any queries you may have over your maternity leave and entitlement.

**Appendix 3**

**Paternity Leave and Pay**

**40 weeks’ service with the University by the expected week**

**of childbirth (EWC)**

If you have worked for the University for 26 weeks or more by the end of the 15th week before the expected week of childbirth (EWC) you are entitled to Paternity Leave and Pay.

**What are you entitled to?**

* 2 weeks paternity leave at full pay to be taken within 56 days of the birth.

**What do you need to do?**

Complete a University Application for Paternity Leave which you can download from the HR Unity site and forward this to your Line Manager for signature and then to HR. You should try to give as much notice as possible for the dates you are requesting.

In the case of an adopted child, you should give written notice of your intention to take Paternity Leave no later than 7 days after the date on which notification of the match with the child was given by the Adoption Agency.

**What if I have not worked for the University for the qualifying period?**

Payroll will issue you with form SSP1 to complete if you do not have enough service to qualify for University Paternity Leave and Pay.

**Who should you contact if you have any questions or queries?**

Your Human Resources Manager will be only too pleased to help with any queries you may have over Paternity Leave and Pay.

**Appendix 4**

**Ordinary Adoption Leave and Pay**

One member of an adoptive couple, the primary carer, is entitled to take paid time off work when their new child starts to live with them. Paternity Leave and pay may be payable to the other member of the couple, the secondary adoptive carer. This includes same sex couples.

For both the primary and secondary adoptive carers the leave and pay entitlements are the same as those for birth parents.

There is no qualifying period for an employee to be able to take Adoption Leave.

**What are you entitled to?**

* Paid Ordinary Adoption Leave of 39 weeks
* Followed by unpaid Additional Adoption Leave of 13 weeks
* Paid time off for up to 5 adoption appointments for the primary carer (the secondary carer is entitled to unpaid time off for up to 2 appointments).

**What pay will you receive?**

* 6 weeks at 90% of a “normal” weeks’ pay
* 33 weeks Statutory Adoption Pay or 90% of your gross average weekly earnings (whichever is the lower)

**What do you need to do?**

You should notify your Line Manager as soon as you are accepted as a prospective adopter and complete an Application for Adoption Leave (which you can download from the HR Unity Site), attaching your Matching Certificate from the Adoption Agency.

**What will Human Resources do?**

Human Resources will write to you as soon as your Application has been received confirming your projected dates and entitlements.

**When can you start your Adoption Leave?**

* As soon as you are matched to a child or from the date the child starts living with you or up to 14 days before the expected placement date (UK adoptions);
* When the child arrives in the UK or within 28 days of this date (overseas adoptions)
* The day the child is born (surrogacy arrangements).

**What if you need to change the date of your Adoption Leave?**

You may vary the date you have notified for taking Adoption Leave by giving 28 days’ notice before the new start date where possible.

**What about returning to work?**

If you intend to return to work on the dates you have agreed then there is no need to notify the University.

If you wish to return earlier than your agreed adoption period you must notify the University at least 8 weeks in advance in writing.

If you wish to return to work later than the agreed date then you must give the University at least 28 days’ notice in writing.

**What happens to your Contract of Employment whilst you are Adoption Leave?**

Your Contract of Employment will continue whilst you are taking Adoption Leave as if you were still at work and you have the right to return to the same job following Ordinary Adoption Leave.

If you decide not to return to work after your Ordinary Adoption Leave you will need to put your notice in writing giving the notice period required in your Contract of Employment.

**Additional University Adoption Pay Scheme**

**40 weeks’ service with the University by the matching date**

If you have worked for the University for 40 weeks or more on the date a child is matched with you by an Adoption Agency, you are entitled to:

* 4 weeks at full pay of a “normal week”, followed by
* 2 weeks at 90% of a “normal” weeks’ pay, followed by
* 12 weeks at half pay plus Statutory Adoption Pay, followed by
* 21 weeks of Statutory Adoption Pay.

Please note that if you do not return to work for at least 3 months after the end of your Adoption Leave you will be asked to refund the 12 weeks of half pay.

**Who should you contact if you have any questions or queries?**

Your Human Resources Manager will be only too pleased to help you with any queries you may have over your Adoption Leave and Pay.