



ADOPTION LEAVE GUIDE

(Adoption from overseas)

This Guide includes useful information that all adopting employees will need to know and takes you through preparing for a new child although exciting can be a very hectic time. The purpose of this Guide is to provide guidance regarding adoption rights, leave and pay and give some clarity as to the process you will need to follow.

- 1.2 This Guide will explain your legal rights and benefits as well as the Royal Veterinary College's policy and procedures; however, these may be subject to change.
- 1.3 This Guide is for information only. It is not a complete or authoritative statement of the law, nor does it form part of your contract of employment. 6.4.5 (opt) 8.7 (i)-2.2 (on) 17.71

NOTIFICATION PROCEDURE FOR TAKING ADOPTION LEAVE

In order to be entitled to take adoption leave and receive adoption pay, you must provide Human Resources with written notification of your intention to take adoption leave no later than 28 days after the date of receipt of the official notification. This written notification must include:

- The date you received 'official notification' (permission from a UK authority that you can adopt from abroad)
- The date your child is expected to enter the UK. (Please confirm this date with HR within 28 days of your child entering the UK);

If you satisfy this service condition, earn more than the lower earnings limit for National Insurance contributions and intend to return to work following your adoption leave then you will be entitled to adoption pay as follows:

Weeks	Entitlement
1-8	Full pay (inclusive of SAP, see section 6)
9-26	50% of full pay plus standard rate of SAP. However, if these two amounts add up to more than your normal full pay, your pay will be reduced so that you do not receive more than your normal full pay.
27-39	Standard rate of SAP only.
40-52	Unpaid

Please note that if you subsequently decide not to return to work, or do so for less than three months, you will be required to repay your OAP .

If you fall into one of these categories and earn more than the lower earnings limit for National Insurance contributions then you will be entitled to receive SAP. SAP is payable for up to 39 weeks, regardless of whether or not you intend to return to work.

Weeks	Entitlement
1-6	Higher rate of SAP (this is equivalent to 90% of your average weekly earnings)
7-39	Standard rate of SAP only .
40-52	Unpaid Leave

See section 6 below for details of SAP including eligibility criteria.

You will not be entitled to au41

less favourable than those under your current contract. If no suitable alternative job exists at the time that your role is made redundant, you will be entitled to notice of termination of employment as specified in the Redundancy Procedure.

13.4 If you are selected for redundancy your entitlement to OAP will cease on the date your employment is terminated. You will still be entitled to your SAP. If you are made redundant you will not be required to repay OAP unless you unreasonably refuse an offer of suitable alternative employment.

14 CHANGING WORKING PATTERN (FLEXIBLE WORKING)

14.1 Flexible working is a provision that can enable you to adjust, by agreement with your line manager, the balance between your home and work responsibilities subject to operational and business needs. For further details on eligibility and procedure for application to flexible working please refer to the Flexible Working Policy.