



The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Limited, Michael J Lonsdale (Electrical) Limited and E7 Building Services Limited.) policy on:

ADOPTION LEAVE POLICY

Introduction

1. Adoption leave policy is in place for those members of staff who have a child placed with them for adoption and are entitled to adoption leave and pay.
2. You are entitled to time off with pay to attend home visits by your Social Worker or to attend legal proceedings. You should advise your manager of your intention to attend a home visit or legal proceedings in advance of the appointment. You may need to provide proof of an appointment if requested by your manager.

Eligibility and taking the Leave

3. You are entitled to a maximum of 52 weeks adoption leave. The first 26 weeks of your adoption leave will be classed as Ordinary Adoption Leave (OAL) and the remaining 26 weeks will be classed as Additional Adoption Leave (AAL).
4. To qualify for adoption leave, you must be the adopter of the child and have notified the Adoption Agency that you have agreed the child should be placed with you.
5. Adoption leave is available to you either as an individual if you adopt alone or as a member of a couple where you adopt jointly. If you are adopting jointly, one partner from the couple can take adoption leave and the other will be entitled to take paternity leave.
6. Adoption leave is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's child.
7. If the child's placement ends during the adoption leave period, you can continue your adoption leave for up to eight weeks after the end of the placement. In addition, if you have started your adoption leave and the child is not placed with you, you can continue your adoption leave for up to eight weeks after the end of week you are told that the child will not be placed with you. In these situations, you should inform your manager as soon as possible that the placement has ended.
8. You can start your adoption leave no later than the date the child is placed with you or on a pre-determined date which can be no more than fourteen days before the expected date of placement.

Notification of your adoption leave

9. You must notify us of your intention to take adoption leave, you will need to:



- inform us when the child is expected to be placed with you
 - provide us with a Matching Certificate as proof of adoption
 - confirm when you intend to start your adoption leave.
10. If for any reason the date you plan to start your adoption leave changes, you must give us at least 28 days written notice of this change, unless this is not reasonably practicable, in which case you should give as much notice as possible.

Adoption Pay

11. You will be paid statutory adoption pay (SAP) which is paid at the rate set by the Government annually. SAP is currently paid for 39 weeks at the weekly rate or 90% of your average weekly earnings (whichever is the lower).
12. To qualify for SAP, your average weekly earnings must be above the Lower Earnings Limit (LEL), as determined by the Government from time to time. Your average weekly earnings are calculated by looking at the eight-week period ending with the week that you receive notification of having been matched with a child. Where applicable, any salary sacrifice arrangements that you have in place during this eight-week period will reduce the amount of salary that is liable to National Insurance contributions.
13. Your adoption pay will be paid into your bank or building society account on payday. The payment you receive each month will reflect the number of working days in the month. This means that the amount you receive each month will vary.

Returning from adoption leave

14. If you return to work within 26 weeks of your adoption leave (OAL), you will have the right to return to the same job. If you return after 26 weeks maternity leave (this forms part of AAL) you have the right to return to the same job, or where this is not reasonably practicable, to a similar job that is suitable and appropriate in the circumstances. This would typically be a job at the same grade, with a similar job description to your existing role.
15. We will assume you are returning to work for the Michael Lonsdale Group following your 52 weeks adoption leave, unless you tell us otherwise. If you decide to return to work before the end of your full 52 weeks adoption leave entitlement, you must give us at least eight weeks' notice in writing.
16. During your adoption leave you may decide that you want to return to work on a part-time basis. In the first instance, you should contact your manager to discuss your options.
17. If you are ill and unable to return to work on the date after the end of your adoption leave you should advise us as soon as possible. Your absence due to sickness will be handled in the normal way under the company Sickness Absence Policy and Procedure.



18. If at any time you decide during your adoption leave you decide that you do not want to return to work you should notify us in writing as soon as possible.

Keeping in touch days

19. You can agree with us to work for up to 10 days at any time during your statutory adoption leave period without bringing your adoption leave to an end or affecting your entitlement to SAP. The 'keeping in touch' days can also be used to attend training or other such events. You will be paid the equivalent of your normal salary for any keeping in touch days that you work.
20. You do not have to take keeping in touch days. If you do wish to take them you should contact your manager to discuss this. If you do come into the office for a keeping in touch day, this does not extend your period of adoption leave by the number of days you work. Your adoption leave will still finish after 52 weeks.

Benefits

21. While you are on adoption leave arrangements are in place for pay and benefits. The arrangements for pay are covered above in relation to your entitlement to adoption pay. Arrangements for benefits are set out below.
22. Except for these arrangements, your contract of employment remains in place and you will continue to be bound by your obligation of good faith and any express obligation to the Michael Lonsdale Group including your obligations about data protection and not disclosing confidential information.

Pension scheme

23. If you are a member of a pension scheme, you will continue to build up your retirement benefits. Further detail will be provided to you at the time.

Annual leave

24. During your adoption leave you will continue accrue your normal annual leave entitlement and public holidays.
25. Annual leave must be used during the leave year to which it relates where possible. You might wish to take any leave still outstanding from your current annual allowance before you begin your adoption leave. When you return to work following adoption leave, if you have accrued a large amount leave and it is unlikely that you will be able to use all this leave before the end of the leave year, we suggest that you use some of this leave directly before you return to work.
26. If you do not return to work and choose to resign from the Group you will be paid for any leave still outstanding.



General

27. The Michael Lonsdale Group reserves the right to amend or alter this policy and procedure at any time. In exceptional circumstances, the terms of the policy may be varied with the agreement of the Managing Director

Name: **Gary Herbert**

Signature:

A handwritten signature in blue ink that reads "G. Herbert".

For and on behalf of the
Michael J Lonsdale Group Board of Directors
(Michael J Lonsdale Limited/ Michael J
Lonsdale (Electrical) Limited
E7 Building Services Limited

Position: Managing Director

Date: 1st September 2020