

Adoption and Surrogacy Leave Pocket Policy

A pocket guide to paid and unpaid time off work when you adopt a child (including fostering for adoption and surrogacy).



How much leave am I entitled to?

- 26 weeks ordinary adoption leave and 26 weeks additional adoption leave.

What adoption pay will I receive?

- Your continuous service will affect the level of adoption pay you receive (whether statutory adoption pay (SAP) or contractual adoption pay (CAP)), so speak to your manager or refer to the full Adoption and Surrogacy Leave policy for more information.
- If you are entitled to CAP, you will be required to pay it back if you leave your employment within 3 months of returning to work (please refer to the full Adoption and Surrogacy Leave policy for full guidance).

When can I start adoption leave?

- You can start adoption leave on the date the child is placed with you, or on a date during the 14 days before the date the child is expected to be placed with you.
- For overseas adoption, you can start your adoption leave when the child arrives in the UK or within 28 days of that date.
- For surrogacy, you can start your leave the date the child is born or the day after.

How do I apply for adoption leave?

- Give 28 days written notice to your manager of when you intend to start adoption leave, the expected date the child will be placed with you and whether you wish to be paid CAP.
- If you are using a surrogate to have a baby, write to your manager with the due date and when you want to start your leave, at least 15 weeks before the expected week of birth.
- You will also need to provide documentation relating to your adoption or surrogacy – for full guidance on the documentation you need to provide, please refer to the full policy.

Will I get time off to attend appointments?

- You can take a reasonable amount of time off for the preparation and assessment process, meeting with the adoption agency and introductory visits before the placement of a child.
- Please request time off from your head teacher/manager and give evidence of appointments or meetings.

My partner and I work for the same school; will we both be entitled to adoption leave?

- Only one employee will be entitled to adoption leave. The other person may be able to take paternity leave or shared parental leave, so please refer to the respective policies.

How can I keep in touch with the school during adoption leave?

- Before you go on adoption leave, agree a method of communication with the school so the school can keep in touch and keep you updated on any changes.
- 'Keeping in touch days' or KIT days are days you work while on adoption leave, which could include training or team meetings.
- You can agree up to a maximum of 10 days with your head teacher/manager.
- Dependent on when your KIT days are, you will be paid accordingly.

How do I arrange my return to work?

- The school will write to you confirming your return to work date.
- To remain eligible for CAP payments, you must return to work for a minimum of 3 months.
- If you wish to work different days/hours on your return, you will need to submit a flexible working request and this should be submitted at least one month before you are due to return to enable time to properly consider the request.

This is an abridged version of the Gloucestershire County Council **Adoption and Surrogacy Leave Model Policy**; the full version of this policy can be accessed on Schoolsnet.