



Triple C
(Liverpool)

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ADOPTION PAY AND LEAVE POLICY

Policy Adopted	March 2019
Last Reviewed	May 2022
Next Review Due	March 2025

Date Reviewed	Reviewed by	Approved by	Date Accepted by Trustees
03/5/2022	Operations Manager	Policy Review Committee	16/05/2022

Entitlement

1. Employees of Triple C (Liverpool), hereafter referred to as Triple C, who want to take time off to adopt a child or have a child through a surrogacy arrangement can take up to 52 weeks' Statutory Adoption Leave. The first 26 weeks is known as 'Ordinary Adoption Leave', the last 26 weeks as 'Additional Adoption Leave'. The leave can start:
 - On the date the child starts living with the employee or up to 14 days before the expected placement date (UK adoptions)
 - When an employee has been matched with a child to be placed with them by a UK adoption agency
 - When the child arrives in the UK or within 28 days of this date (overseas adoptions)
 - The day the child's born or the day after (parents in surrogacy arrangements)
2. Statutory Adoption Pay (SAP) for employees is 90% of their gross average weekly earnings for the first 6 weeks then the current rate of SAP or 90% of their gross average weekly earnings (whichever is lower) will be paid for the next 33 weeks. Tax and National Insurance will be deducted. The current rate of SAP can be found by clicking on the following link
[Statutory Adoption Pay and Leave: employer guide: Entitlement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/statutory-adoption-pay-and-leave-employer-guide)
3. An employee's employment rights (like the right to pay, holidays and returning to a job) are protected during adoption Leave.

Eligibility and Notice Period

4. Any Triple C employee who wants to take time off to adopt a child from the UK can apply for Adoption Leave, the employee must tell us within 7 days of being matched with a child
 - How much leave they want
 - Their leave start date
 - The 'date of placement' – the expected or actual date the child is placed with themWe will write to the employee within 28 days confirming the leave and start date.
5. Any Triple C employee who wants to take time off to adopt a child from overseas can apply for Adoption Leave, the employee must tell us
 - The date of their 'official notification' and the expected date the child arrives in the UK – within 28 days of getting the notification
 - The actual date the child arrives in the UK – within 28 days of this date
 - How much leave they want and when they want it to start – giving us 28 days' noticeWe will write to the employee within 28 days confirming the leave and start date.
6. Any Triple C employee who wants to take time off to have a child through a surrogacy arrangement can apply for Adoption leave, the employee must tell us in writing at least 15 weeks before the date when the baby is due and when they want to start their leave.
7. An employee must inform Triple C about changes to leave dates at least 28 days before their original start date or the new start date – whichever is earlier. We will write to the employee if we have to amend their start and end dates. Employees must give 8 weeks' notice if they want to change the date they return to work.
8. Triple C will pay Statutory Adoption Pay (SAP) to an employee if they
 - Have been continuously employed by us for at least 26 weeks up to any day in the week they were matched with a child
 - Are on our payroll and earn the minimum amount as detailed on the following link [Statutory Adoption Pay and Leave: employer guide: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/statutory-adoption-pay-and-leave-employer-guide) in an 8-week relevant period Have given us the correct notice as shown above
 - Have given us proof of the adoption or surrogacyIf an employee is adopting from overseas, then they must also
 - Have 'official notification' (permission from the UK authority) that they can adopt from abroad

- Fill in the declaration on form SC6

If an employee is in a surrogacy arrangement the conditions are the same, except to qualify for Statutory Adoption Pay the employee must have been continuously employed by Triple C for at least 26 weeks up to any day in the 15th week before the baby is due. The employee must give proof that they intend to become the baby's legal parent.

9. Employees will not qualify for either adoption leave or pay if they
 - Become a special guardian or kinship carer
 - Adopt a stepchild
 - Adopt a family member
 - Adopt privately, for example without permission from a UK authority or adoption agency

Proof of adoption

10. An employee must give Triple C proof of adoption to qualify for Statutory Adoption Pay and Statutory Adoption Leave.
11. For adoption, the proof must show the
 - Name and address of the agency and employee
 - Date the child was matched, for example the matching certificate
 - The expected or actual date of placement, for example a letter from the agency
 - The relevant UK authority's 'official notification' confirming the parent is allowed to adopt (overseas adoption only)
 - The date the child arrived in the UK, for example a plane ticket (overseas adoptions only)
12. For surrogacy arrangements, an employee must give Triple C a written statement ('statutory declaration') to confirm that, in the 6 months after the baby's birth
 - They intend to apply for a parental order
 - They expect the order to be granted (for example because they do not have any convictions involving children, and the birth mother or father agree to the arrangement)