

Maternity and Adoption Leave Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

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MATERNITY LEAVE AND BENEFITS

This policy is a guide to maternity and adoption benefits and leave within Loretto Housing Association. The purpose of the policy is to provide an easy-to-read guide for employees. Should you require any clarification or if you have any questions not answered below, then please contact your line manager or alternatively Human Resources.

Section 1

1/ What is my entitlement to leave?

All employees will be entitled to up to 52 weeks' maternity leave. This is made up of 26 weeks' ordinary maternity leave (OML) and 26 weeks' additional maternity leave (AML).

2/ What is my entitlement to pay?

2.1 Employees with less than 26 weeks' service

If an employee has less than 26 weeks' continuous service within any of the organisations within the Wheatley Group by the 15th week of Expected Week of Childbirth, they will be entitled to Maternity Allowance only (subject to certain conditions). This is paid weekly by Jobcentre Plus to those who do not qualify for statutory maternity pay. Maternity allowance is paid for 39 weeks;

See link: <http://www.gov.uk/maternity-allowance>

If an employee is eligible to claim Maternity Allowance, please contact the Payroll Department and request for a SMP1 form to be completed.

The current rate of SMP can be found at: <http://www.hmrc.gov.uk/paye/rates-thresholds.htm#3>

2.2. Employees with more than 26 weeks' service

Subject paragraph 3.3 below, if an employee has more than 26 weeks' continuous service with any of the organisations within the Wheatley Group at the end of the Qualifying Week and remains employed by any of the organisations within the Wheatley Group during that week, they will be entitled to occupational maternity pay as follows: -

- 6 weeks of your average earnings (inclusive of Statutory Maternity Pay)
- 20 weeks of half of your average earnings (plus the amount of the lower rate Statutory Maternity Pay)
- 13 weeks' lower rate Statutory Maternity Pay

The total occupational maternity pay and statutory maternity pay payable in any period shall not exceed normal pay.

2.3. Maternity Pay Conditions

The employee must continue to be pregnant at the 24th week of pregnancy, and have stopped all duties for Loretto Housing wholly or partly because of pregnancy or childbirth.

Week 1 of the maternity pay period is the week after the employee leaves their place of work or the start of maternity leave. SMP is payable whether or not an employee intends to return to their job at the end of their maternity leave.

To claim maternity, pay, an employee must notify Loretto Housing by the 15th week before the Expected Week of Childbirth of the fact that they are pregnant, the date on which they want their maternity leave to start (“Intended Start Date”), and the Expected Week of Childbirth. If the employee is unable to give this notice, they should give as much notice as is reasonably practicable. The employee must also provide a certificate from a doctor or midwife (usually on a MAT B1 form) confirming their Expected Week of Childbirth.

The payment of maternity pay will cease when an employee returns to work.

Maternity pay will be paid into the employees’ bank account on the same date that the salary would have been payable, and will be subject to deductions for tax, National Insurance and pension contributions in the usual way. Union dues will be deducted, as appropriate, throughout the period of maternity leave at the reduced rate.

If an employee has received the 33 weeks’ pay at five tenths (50%) of occupational maternity pay and does not physically return to work and remain at their place of work for at least 3 months after the end of maternity leave, they will be required to refund Loretto Housing the amount of occupational maternity pay paid for the 33-week period. This will be at the discretion of Employee Relations.

If the employee advises at the commencement of their maternity leave that they will not be returning following her maternity leave, they will not receive the 33 weeks at five tenths (50%) maternity pay. If the employee is unsure about whether or not they will return, they may defer their decision and Payroll will withhold payment until a decision is made.

2.4. Qualification and Calculation of SMP

Employees who qualify are entitled to up to 39 weeks’ SMP. In order to qualify, you must:-

- have average weekly earnings in the Relevant Period at or above the lower earnings limit set by the Government;
- have 26 weeks’ continuous service with any of the organisations within the Wheatley Group at the end of the Qualifying Week and be still employed by any of the organisations within the Wheatley Group during that week;

- have provided us with a doctor's or midwife's certificate (MAT B1 form) stating your Expected Week of Childbirth;
- have given at least 28 days' notice (or, if that is not possible, as much notice as you can) of your intention to take maternity leave; and
- Still be pregnant 11 weeks before the start of the Expected Week of Childbirth or have already given birth.

SMP is calculated as follows:-

- first 6 weeks: SMP is paid at the rate of 90% of your average weekly earnings calculated over the Relevant Period;
- Remaining 33 weeks: SMP is paid at the prescribed rate which is set by the Government for the relevant tax year, or the earnings-related rate referred to above if this is lower.

SMP is payable only in respect of complete weeks. There is no daily rate.

Average weekly earnings are calculated for the different pay periods, as follows:-

Add together the payments made on the last pay day before the end of the qualifying week (15 weeks before the expected week of confinement) and the payment made on the previous pay day. Then divide by 8 to produce the weekly average.

In the unfortunate event that a child is stillborn after 24 weeks of pregnancy or is born alive but dies after birth the birth parent will retain their rights to maternity leave and to maternity pay if they qualify for it. If the birth parent does qualify, their maternity leave / pay will start on the day after the child was born.

2.5. When does the entitlement to SMP end?

Payment of SMP will be stopped when:-

- an employee has received SMP for the period of entitlement;
- an employee starts work after childbirth, but before the end of their maternity pay period with another employer - SMP will end on the Saturday of the week before the week in which they start work.
- an employee dies - SMP will end on the Saturday of the week in which the death occurred;
- An employee is taken into legal custody - SMP will end with the last complete week within the maternity pay period before the employee is taken into custody.

2.6. Exclusion Form

If an employee is excluded from entitlement to SMP, we will complete a Form SMP1 and forward it, together with the MATB1 form (if already provided); to the employee within 7 days of the decision being made that they are not entitled to SMP. This will enable them to contact the Department of Works & Pensions in order to claim maternity allowance.

3/ What do I need to do?

To receive the above entitlements, you must inform us by the 15th week before the expected date of birth of your baby. You must advise of the date the baby is due and when you expect to commence maternity leave. This should be done using the maternity leave application form attached as Appendix 2. Once you have completed pass this to your line manager who will forward it to the Wheatley Recruitment Team.

You will then receive a letter confirming the details of your maternity leave, including your date of return, from the Wheatley Recruitment Team.

When you receive your Mat B1 Certificate from your GP or Registered Midwife (normally at 26 weeks of pregnancy), you must submit the original certificate to the Wheatley Recruitment Team as soon as possible.

The above timescale is essential to ensure that you receive the correct benefits therefore it is important that you advise your line manager as soon as you are able that you are pregnant. This will allow your line manager to assess the risks to your health and safety at work during your pregnancy and make any adjustments that may be necessary. Further information on this is provided in question 9.

4/ When can my Maternity Leave begin?

Maternity leave cannot commence more than 11 weeks prior to the expected date of birth. You may choose to start leave from anytime from 11 weeks before, to the week your baby is due, provided you are fit to do so. Maternity leave may commence on any day of the week.

If you are absent from work due to a pregnancy related illness, you may take sick leave and receive statutory sick pay and sickness benefit (if you are entitled to this) until the date you have notified to commence maternity leave. However, if you are absent with a pregnancy related illness in the fourth week before the expected week of confinement and you had not intended to commence leave until later, your maternity leave period will commence automatically on the day following the first complete day you are absent from work due to a pregnancy related illness.

5/ When can I return to Work?

All employees must take a minimum of two weeks leave following the birth. You may choose to return anytime after that.

If you wish to return early, then you must provide the organisation with 8 weeks notice in writing. If this is not received, then the organisation may delay your return to work for 8 weeks from the date it received notification. The date of return however will not exceed 52 weeks leave.

6/ What if I decide not to Return?

If you do not wish to return to work after your maternity leave, you must give Loretto Housing the notice required, as specified in your contract of employment. The amount of maternity leave left to run when you give notice must be at least equal to your contractual notice period; otherwise we may require you to return to work for the remainder of the notice period.

If you have received the 33 weeks at five tenths (50%) of occupational maternity pay and do not physically return to work in accordance with the time limits set and remain at work or with any of the organisations within the Wheatley Group for at least 3 months, you will be required to refund Wheatley Group the amount of maternity pay paid to you for the 33- week period. This will be at the discretion of Employee Relations.

Please tick option 3 on the relevant application form.

7/ How do I Keep in Touch During Maternity Leave?

You may wish to discuss with your line manager how you wish to be contacted during your maternity leave. For example, do you wish to receive regular correspondence, such as team meeting minutes to allow you to keep up to date?
Would you like to be informed of any vacancies?

In addition to this you may work up to 10 days during maternity leave. There is no obligation for Loretto Housing to offer you this work and there is no obligation for you to accept it. You may wish to consider this however if there are important events or training days during your leave which you would like to participate in. You will be paid at your normal hourly rate for any work undertaken.

8/ Am I Entitled to Time Off for Ante-Natal Care?

Yes, you are entitled to paid time off to attend ante-natal care appointments. Following your first appointment you will be asked, by your line manager, to provide an appointment card for verification.

9/ What about Health at work during pregnancy?

The Management of Health and Safety at Work (Amendment) Regulations 2006 include regulations that protect the health and safety of new and expectant birth parents who work. It is important for your own health and that of your baby, that you inform your line manager of your pregnancy as soon as you are able.

Your line manager will then arrange to carry out a risk assessment relating to your job specifically. It is important that if you have been give any medical advice from your GP

and or midwife which may affect the risk assessment, that you advise your line manager of this. Your line manager may wish to refer you to Occupational Health if they have specific concerns about your health and safety at work.

If the risk assessment identifies any risks, adjustments will be made to your work to eliminate identified risks. The risk assessment should be monitored and reviewed by you and your line manager throughout the different stages of your pregnancy.

You may wish to refer to the Health and Safety Manual, New and Expectant Birth parents

10/ What if my Baby is Born Early?

If your baby is born before the 11th week prior to the expected date of birth or before your maternity leave has started, maternity leave will begin the day following the birth.

11/ What will happen if my Baby is Still-born?

Your entitlement to maternity leave and pay do not change if your baby is stillborn after the start of the 25th week of your pregnancy.

There would be no entitlement to maternity leave and pay if your baby is stillborn earlier than the 25th week. Sickness benefit and statutory sick pay may be applicable during this period.

12/ What about Annual Leave Entitlement?

During Ordinary Maternity Leave and Additional Maternity Leave, entitlement to contractual annual leave continues to accrue.

You may choose to take annual leave prior to or after maternity leave with the agreement of your line manager. If your maternity leave period occurs over two annual leave years, it is the organisation's policy that annual leave entitlement be taken prior to going on maternity leave, where this is operationally possible. Any annual leave taken prior to or following maternity leave should be discussed with your line manager. Should you be unable to take annual leave for operational reasons, then any agreement to carry over of annual leave should be made in advance.

13/ What about union membership fees?

The organisation will continue to make deductions from salary for union fees for as long as an employee is receiving payment from Loretto Housing.

If you take unpaid leave, then it is your personal responsibility to maintain membership of the Union.

14/ How do I pay my pension contributions?

Contributions and membership will be maintained for the period of paid maternity leave. Your contributions will be based on the pay you receive during maternity leave and your

pensionable service will continue, based on the salary you would be receiving if you were not on maternity leave

Contributions and membership can be suspended for any period of unpaid leave. However, this means that the period will not be counted when calculating pensionable service. If you wish on your return, you can pay the contributions missed during the period of unpaid leave, to give you continuous pensionable service. You must notify the Payroll Section in writing if you wish to do this.

15/ What options do I have following maternity/adoption leave?

Loretto Housing have a number of family friendly policies which you should refer to when considering your options. These can be accessed via the intranet. You should also speak with your line manager.

You may wish to consider returning to work on a phased basis for a period, working part time. You would be paid on a pro rata basis, but you may be able to use annual leave due to cover the remaining hours.

You may wish to return on a part-time basis or alter your working pattern. If this is the case, you should make an application under the Flexible Working Policy. You should make an application as early as you can, to allow your manager to consider your request and if it is agreed, make appropriate arrangements.

You may wish to apply for a career break for up to 5 years. If this is the case, you should make an application under the Career Break Policy. This would be subject to operational needs and you would be required to work for one week in each six-month period to keep up to date.

Parental leave is also available to parents of a child up to the age of 5 or a child with a disability up to the age of 18, if they have one year's continuous service with the organisation. Please refer to the Parental Leave Policy.

Your partner may have the right of up to 26 weeks' additional paternity leave. This would be in addition to the 2 weeks Ordinary Statutory Paternity Leave they may be entitled to and should consult their employer's Paternity Leave Policy.

If your partner is entitled to additional paternity leave their employer may contact Loretto Housing and ask us to provide your return to work date from maternity leave. We have asked for you to give your consent as to whether we can or cannot provide this information on the maternity leave application form attached as Appendix 2.

It is important that you consider your options in advance of your planned date of return.

16/ What if I am breastfeeding on return to work?

If on your return to work you are still breastfeeding your baby, then you should advise your line manager who will carry out a risk assessment. Your line manager will also make arrangements to allow you access to a private environment to express milk and arrange storage, where this is possible. For further information, please refer to the Breastfeeding Policy and Guidelines.

ADOPTION LEAVE AND BENEFITS

Section 2

1/ What are my entitlements if I am adopting a child from the UK?

Entitlement to adoption leave and pay is similar to entitlement under maternity leave. If you qualify you will have the right to 52 weeks Statutory Adoption Leave which is made up of 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave.

If you have been newly matched with a child for adoption by an approved UK adoption agency and you have been employed by Loretto Housing for **26 weeks leading into the week in which you are notified of the match** you will be entitled to Statutory Adoption Pay and Occupational Adoption Pay.

If an employee qualifies for Adoption Leave they will be entitled to Statutory Adoption Pay (SAP) and Occupational Adoption Pay (OAP) as follows:-

- **Statutory Adoption Pay (SAP)** – 90% of your average weekly earnings for the first 6 weeks
- SAP or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks;

SAP is paid at a flat rate prescribed by the government each year, or 90% of your normal weekly earnings, whichever is the lower. The current rate of SAP can be found at: <https://www.gov.uk/employers-adoption-pay-leave>.

- **Occupational Adoption Pay** – 33 weeks at half (50%) normal pay plus any SMP entitlement

You will be paid SAP and OAP on your normal pay day, subject to deductions for tax and National Insurance contributions.

The total Statutory Adoption Pay and Occupational Adoption Pay in any period shall not exceed normal pay.

i. .

Please note that you will not be paid more than your normal earnings.

Your entitlement to Statutory Adoption Pay is also dependant on your average weekly earnings being at least equal to the lower earnings limit for National Insurance contributions.

Please tick the first option on the UK adoption leave application form.

- ii. If you have been employed by the organisation for **less than 26 weeks by the matching week**, you will be entitled to 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave, giving 52 weeks in total. You will not however be entitled to Occupational or Statutory Adoption Pay but will be entitled to all other provisions afforded to birth parents under the Maternity Leave Policy.

You must still make an application for adoption leave using the form attached as Appendix 3 and will receive a form from the Payroll Department called an SAP1 form which will allow you to apply for Adoption Allowance from the DWP.

Please tick the second option on the UK adoption leave application form.

2/ What do I need to do?

Adoption leave may commence either:

- up to 14 days before the expected placement.
- from the date the child is placed with you for adoption

To take leave, you should inform us within 7 days of receiving confirmation of a placement from a UK Adoption Agency. You will need to give 28 days' notice of when you wish the pay period to commence, unless this is not reasonably practicable. This should be done using the UK adoption leave application form attached as Appendix 3. You should return this to your line manager and they will forward a copy to the Wheatley Recruitment Team. You should also submit the matching certificate provided by the UK Adoption Agency with your application.

You will then receive a letter confirming the details of your adoption leave, including your date of return, from the Wheatley Recruitment Team.

You may change your mind about when you want your adoption leave to commence, providing that you give 28 days' notice in writing.

Please refer to Section 1, question 6 regarding repayment of additional maternity pay over and above SMP. This also applies to employees taking adoption leave and pay who then decide not to return.

Your partner may have the right of up to 26 weeks Additional Paternity Leave. This would be in addition to the 2 weeks Occupational Statutory Paternity Leave they may be entitled to and should consult their employer's Paternity Leave Policy.

3/ What are my entitlements if I am adopting a child from overseas?

Entitlement to adoption leave and pay is similar to entitlement under maternity leave. Leave and pay are available to any employee who is:

- Adopting a child from abroad on their own, or
- Adopting a child from abroad with their partner

If you are adopting a child from abroad with your partner you must choose who is applying for Statutory Adoption leave and pay and who is applying for Ordinary Statutory Paternity leave and pay. If you are applying for Statutory Adoption leave and pay you must tick the box on Appendix 4 to declare that you are not applying for Ordinary Statutory Paternity leave and pay.

If you qualify you will have the right to 52 weeks Statutory Adoption Leave which is made up of 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave. To qualify you must:

- i. have received official notification confirming that the Scottish Government has, or is prepared to, issue a certificate confirming you are eligible to adopt from overseas and have been assessed and approved as being a suitable adoptive parent.
- ii. have been employed by Loretto Housing for **26 weeks by the time you wish to start your Statutory Adoption Leave** you will be entitled to Statutory Adoption Pay and Occupational Adoption Pay. You will therefore receive the following:
 - **Statutory Adoption Pay (SAP)** – 90% of your average weekly earnings for the first 6 weeks
 - SAP or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks;

SAP is paid at a flat rate prescribed by the government each year, or 90% of your normal weekly earnings, whichever is the lower. The current rate of SAP can be found at: <https://www.gov.uk/employers-adoption-pay-leave>.

- **Occupational Adoption Pay** – 33 weeks at half (50%) normal pay plus any SMP entitlement

You will be paid SAP and OAP on your normal pay day, subject to deductions for tax and National Insurance contributions.

The total Statutory Adoption Pay and Occupational Adoption Pay in any period shall not exceed normal pay.

Your entitlement to Statutory Adoption Pay is also dependant on your average weekly earnings being at least equal to the lower earnings limit for National Insurance contributions.

- iii. If you have been employed by the organisation for **less than 26 weeks by the time you wish to start your Statutory Adoption Leave**, you will be entitled to 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave, giving 52 weeks in total. You will not however be entitled to Occupational or Statutory Adoption Pay but will be entitled to all other provisions afforded to birth parents under the Maternity Leave Policy.

You must still make an application for adoption leave using the form attached as Appendix 4 and will receive a form from the Payroll Department called an SAP1 form which will allow you to apply for Adoption Allowance from the DWP.

Please tick the second option on the overseas adoption leave application form.

4/ What do I need to do?

Adoption leave may commence either:

- from the date the child starts living with you
- from a fixed date which is no later than 28 days after the date the child enters the UK

The three stages of notice you must give when adopting a child from overseas:

i. First notification stage

- The date on which you received Official Notification from the Scottish Government
- The date on which your child is expected to enter the UK

You must complete the 1st Notification section of the overseas adoption leave application form attached as Appendix 4 within 28 days of receiving Official Notification if you have been employed by the organisation for more than 26 weeks. If you have not been employed by the organisation for 26 weeks, you must give notice within 28 days of completing 26 weeks' service. Your line manager will keep your original application form and a copy of your Official Notification and forward copies to the Wheatley Recruitment Team via email to #Wheatley Recruitment Recruitment@wheatley-group.com.

ii. Second notification stage

- You will need to give 28 days' notice of when you wish the pay period to commence, unless this is not reasonably practicable. You can give this notice at the 1st notification stage if you know this date. Your line manager will provide you with your original application form and you should complete the 2nd notification section if not already done so and sign and date the form. Your line manager will then forward the form to the Wheatley Recruitment Team.
- You will then receive a letter confirming the details of your adoption leave, including your date of return, from the Wheatley Recruitment Team.
- You may change your mind about when you want your adoption leave to commence, providing that you give 28 days' notice in writing.

iii. Third notification stage

- You must notify your line manager the date your child actually enters the UK. This must be done within 28 days of your child's date of entry. Statutory Adoption leave and Pay cannot start before the child enters the UK. If you are claiming Occupational and Statutory Adoption Pay you need to provide evidence of the entry date. This could be a passport stamp or visa. Your line manager will email confirmation of the date of entry to the Wheatley Recruitment Team and forward a copy of the evidence you have provided.

You should complete the overseas adoption leave application form attached as Appendix 4. You should return this to your line manager and they will forward a copy to the Wheatley Recruitment Team. You should also submit the Official Notification and evidence of entry with your application. You will then receive a letter confirming the

details of your adoption leave, including your date of return, from the Wheatley Recruitment Team.

You may change your mind about when you want your adoption leave to commence, providing that you give 28 days' notice in writing.

Please refer to Section 1, question 6 regarding repayment of additional maternity pay over and above SMP. This also applies to employees taking adoption leave and pay who then decide not to return.

Your partner may have the right of up to 26 weeks Additional Paternity Leave. This would be in addition to the 2 weeks Ordinary Statutory Paternity Leave they may be entitled to and should consult their employer's Paternity Leave Policy.

Appendix 1

Example – How to calculate the date maternity leave may commence.

To calculate the 11th week prior to the expected date of the birth of your baby, take the date your baby is due, in this case, 23 July. Count back 11 weeks. The earliest date maternity leave may start is 7 May.

May					June					July					
M		5	12	19	26	2	9	16	23	30	7	14	21	28	
T		6	13	20	27	3	10	17	24		1	8	15	22	29
W		7	14	21	28	4	11	18	25		2	9	16	23	30
TH	1	8	15	22	29	5	12	19	26		3	10	17	24	31
F	2	9	16	23	30	6	13	20	27		4	11	18	25	
S	3	10	17	24	31	7	14	21	28		5	12	19	26	
S	4	11	18	25		1	8	15	22	29	6	13	20	27	

APPENDIX 2

MATERNITY LEAVE AND BENEFITS APPLICATION FORM

Please complete and return to your line manager. Line managers should forward this form via email to #Wheatley Recruitment Recruitment@wheatley-group.com

Employee Name:

Job Title:

Service/Section:

Date employment commenced:

Date baby is due:

I wish to take the following maternity leave and pay:

1/ Up to 52 weeks leave with Occupational and Statutory Maternity Pay

2/ Up to 52 weeks leave without pay (SMP1 required)

3/ Up to 52 weeks leave (I do not wish to return to work, SMP only)

I expect my maternity leave to commence on

I will forward my Mat B1 Certificate / My Mat B1 Certificate is attached *

If my partner's employer requests my return to work date, I consent /do not * consent to Loretto Housing providing this information.

Signed _____

Date _____

* delete as appropriate

For Wheatley Recruitment Use:

Date application received

Entered into Ciphrr

Confirmation Letter Sent

Copy of application/letter to Payroll

Copy to Line Manager/Section Head

APPENDIX 3

UK ADOPTION LEAVE AND BENEFITS APPLICATION FORM

Please complete and return to your line manager. Line managers should return this form via email to #Wheatley Recruitment Recruitment@wheatley-group.com

Employee Name:

Job Title:

Service/Section:

Date employment commenced:

Date of confirmation of placement:

Date of placement:

Only complete if you are adopting a child from the UK with your partner and you have chosen to receive Statutory Adoption leave and pay.

- I declare that I am adopting a child from the UK with my partner and I want to receive Statutory Adoption leave and pay **not** Ordinary Statutory Paternity leave and pay and/or Additional Statutory Paternity leave and pay

I wish to take the following adoption leave and pay:

1/ Up to 52 weeks leave with Occupational and Statutory Adoption Pay

2/ Up to 52 weeks leave without pay (SAP1 required)

3/ Up to 52 weeks leave (I do not wish to return to work, SAP only)

I expect my adoption leave to commence on

I have attached the matching certificate from a UK Adoption Agency

If my partner's employer requests my return to work date, I consent /do not * consent to Loretto Housing providing this information.

Signed _____

Date _____

*delete as appropriate

For Wheatley Recruitment Use:

Date application received

Entered into Ciphrr

Confirmation Letter Sent

Copy of application/letter to Payroll

Copy to Line Manager/Section Head

APPENDIX 4

OVERSEAS ADOPTION LEAVE AND BENEFITS APPLICATION FORM

Please complete and return to your line manager. Line managers should return this form via email to #Wheatley Recruitment Recruitment@wheatley-group.com

Employee Name:

Job Title:

Service/Section:

Date employment commenced:

Only complete if you are adopting a child from overseas with your partner and you have chosen to receive Statutory Adoption leave and pay.

- I declare that I am adopting a child from abroad with my partner and I want to receive Statutory Adoption leave and pay **not** Ordinary Statutory Paternity leave and pay and/or Additional Statutory Paternity leave and pay
-

1st Notification Date Official Notification received:

Date child is expected to enter the UK:

2nd Notification I expect my adoption leave to commence on:

I wish to take the following adoption leave and pay:

1/ Up to 52 weeks leave with Occupational and Statutory Adoption Pay

2/ Up to 52 weeks leave without pay (SAP1 required)

3/ Up to 52 weeks leave (I do not wish to return to work, SAP only)

I have attached the Official Notification from the Scottish Government

3rd Notification Actual date of UK entry:

I will provide the actual date of UK entry and forward evidence of the date via passport stamp / visa*

If my partner's employer requests my return to work date, I consent /do not * consent to Loretto Housing providing this information.

Signed _____

Date _____

* delete as appropriate

For Wheatley Recruitment Use:

Date application received

Entered into Ciph

Confirmation Letter Sent

Copy of application/letter to Payroll

Copy to Line Manager/Section Head