Adoption Policy

The A1 Group operates an Adoption Policy in line with statutory requirements, in respect of adoption leave and pay. To qualify for adoption leave and pay, an employee must:

- be newly matched* with a child for adoption by an adoption agency
- have worked continuously for the A1 Group for 26 weeks ending with the week in which they are notified of being matched with a child for adoption

*Adoption leave and pay 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 children.

Adoption leave and pay are available to:

- individuals who adopt
- one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave)

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay.

If an employee qualifies for adoption leave, he or she may take leave of up to 1 year, subject to providing the necessary notification. If the employee wishes to return to work earlier than this, 8 weeks' notice in writing is required. Please refer to the HR Consultant for further explanation and details.

NOTE:
During adoption leave, an employee who qualifies will receive statutory adoption pay during the first 39 weeks of leave at the current tax year rate (the exact details of payment rate can be found on the .GOV website) or 90% of average weekly earnings.

If you wish to take adoption leave, please contact the HR Consultant who will be able to provide you with further details. This policy highlights statutory provisions only. It does not form part of your terms and conditions of employment and does not give rise to any contractual rights or obligations. The A1 Group may amend the policy from time to time.