

## **Guidance for Employees: Adoption Leave**

### **1.0 Overview**

All University employees are entitled to receive 52 weeks Adoption Leave and may be entitled to 39 weeks of statutory adoption pay. If both partners are employed by the University of Aberdeen, either can choose to use adoption leave, whilst the other may choose to use shared parental leave or parental leave.

#### **1.1 Adoption Leave Entitlement**

Adoption Leave is available when a child, up to the age of 18, is placed for adoption with you. Employees are only entitled to receive adoption leave when they have been matched with a child by an agency, for instance, it will not apply if you are formally adopting a step-child.

#### **1.2 Adoption Pay Entitlement**

If you have 26 weeks service and you meet the [minimum earnings requirement](#) you are entitled to receive 39 weeks of paid adoption leave. You will also be entitled to take 13 weeks of unpaid adoption leave following on from your 39 week period of paid adoption leave.

The University provides 5 options for adoption leave and pay entitlements, with varying levels of benefits. The options available to you are summarised in the [Adoption Procedure \(Appendix 1\)](#).

### **2.0 Prior to Commencing Adoption Leave**

You should confirm your Expected Placement Date (EPD) and the date on which you would like your adoption leave to start to your [HR Adviser](#) by completing an [Adoption Leave application form](#) within 7 days of receiving notification from the agency that it has matched you with a child.

You must also provide your [HR Adviser](#) with your Matching Certificate at least 28 days before your adoption leave commences. This certificate should confirm the agency's name and address, the name and date of birth of the child, the date you were notified of the match and the EPD.

### **3.0 During Leave**

You are able to work up to 10 days during your adoption leave without bringing your adoption leave or Statutory Adoption Pay (SAP) to an end. If you wish to utilise Keeping In Touch ("KIT") Days, you should contact your Line Manager in the first instance.

## **4.0 Returning to Work**

### **4.1 Shared Parental Leave**

If you decide to return to work early, you may be able to transfer up to 50 weeks of your outstanding leave to your partner as Shared Parental Leave. Further information is available on the [Shared Parental Leave page](#).

### **4.2 Flexible Working**

If you wish to return to work on alternative working arrangements, you should refer to the [Flexible Working page](#) for further information.

### **4.3 Childcare Vouchers**

The University has a Childcare Voucher scheme, which is a tax-saving initiative for staff. This scheme can save money on any kind of registered childcare. Visit the [Childcare Vouchers page](#) for further information.

### **4.4 Rocking Horse Nursery**

You may choose to enrol your child in [The Rocking Horse Nursery](#) which is located within the Old Aberdeen campus. There are 78 places available at any one time.