



ADOPTION LEAVE POLICY

1. WHAT IS ADOPTION LEAVE

Under the Paternity and Adoption Regulations 2002 (part of The Employment Act 2002), parents of children placed with them for adoption on or after 6 April 2003 have the right to Adoption Leave.

Adoption Leave is the right for new parents (subject to the qualifying conditions) to take paid leave in respect of the placement of their new child.

When a child is placed with an individual for adoption, it is the individual who is entitled to Adoption Leave. Where a child is placed with a couple for adoption, it is the primary carer who is eligible to take Adoption Leave, (male or female). The other person may be eligible to Paternity Leave, subject to certain qualifying conditions.

2. WHO IS ELIGIBLE FOR ADOPTION LEAVE?

To qualify for Adoption Leave, you must have been notified on or after 6 April 2003 that the child is to be matched with you. Alternatively, if you were notified before 6 April 2003 but the child was not actually placed with you until on or after 6 April 2003 you will still be entitled to Adoption Leave.

You must have responsibility for the child's upbringing and be the primary carer.

You must have at least 26 weeks' continuous service with the Company leading into the week that you are formally notified (by an approved adoption agency) of being matched with a child for adoption.

Adoption Leave is not available where the child is not newly matched (e.g. a step-parent adopting a partner's child).

Only one period of leave is available irrespective of whether more than one child is placed with you for adoption as part of the same arrangement.



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3. HOW MUCH ADOPTION LEAVE CAN YOU TAKE?

3.1 Ordinary Adoption Leave

If you satisfy the qualifying conditions for Adoption Leave, you are entitled to 26 weeks' Ordinary Adoption Leave (OAL).

3.2 Additional Adoption Leave

All employees will be eligible for 26 weeks of Additional Adoption Leave (AAL). AAL commences the day following the last day of OAL.

4. NOTIFYING YOUR INTENTION TO TAKE ADOPTION LEAVE

You must notify the Company in writing of your intention to take Adoption Leave within 7 days of having been notified by an adoption agency that you have been matched with a child for adoption.

Your written notification should include the following: -

- The date on which the child is expected to be placed with you.
- The date that you would like to commence your Adoption Leave (you may commence adoption leave on the date the child is placed with you or on a fixed date up to 14 days before the expected placement).

You must also provide official documentary evidence from the adoption agency known as a "matching certificate." This document is required to provide evidence of your entitlement to Adoption Leave and Adoption Pay.

Upon receipt of your notification of intention to take Adoption Leave, the Company will reply to you within 28 days confirming: -

- The date which you will commence your Adoption Leave
- The date you will return to work after taking Adoption Leave

You may change your mind about the date that you wish to commence your Adoption Leave as long as you advise the Company in writing at least 28 days before the amended start date.



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5. RIGHTS DURING ADOPTION LEAVE

If you take Adoption Leave, you are entitled to similar rights afforded to employees on maternity leave.

In favour of the employee:

- (a) The Company's implied duty not to destroy mutual trust and confidence
- (b) Notice of termination
- (c) Disciplinary and grievance procedures
- (d) Accrual of Holiday entitlement
- (e) Continuation of the following employee benefits if you are so entitled under the terms and conditions of your employment: life cover, private medical insurance; car allowance payment.
- (f) The right not to suffer any detriment because you have taken adoption leave.

In favour of the Company:

- (a) Your implied duty to the Company of good faith
- (b) Notice of termination
- (c) The acceptance of gifts
- (d) The prohibition on you being engaged in any other businesses (if applicable).

(N.B. As an employee of the Liberty International Group of companies, some of the rights that you retain throughout the Adoption Leave period are greater than the statutory entitlements.)

6. STATUTORY ADOPTION PAY

If you are eligible for Adoption Leave and your earnings are equal to or more than the lower earnings limit for National Insurance Contributions, (currently £87 per week), you will be entitled to Statutory Adoption Pay (SAP).

SAP is paid at the same rate as Statutory Maternity Pay (SMP).

SAP is paid for the first 39 weeks of Adoption Leave only. The last 13 weeks of Adoption Leave will be unpaid. For the period that you are on Adoption Leave, you will be paid 90% of your normal basic weekly wage for the first 6 weeks of Adoption Leave and thereafter £112.75 per week for the remaining 33 weeks (the applicable rate for the year April 2007 to April 2008).

THE LIBERTY INTERNATIONAL GROUP – ADOPTION LEAVE POLICY

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7. RETURN TO WORK

The Company assumes that you will take your full entitlement to Adoption Leave. You do not have to provide notification of your intention to return to work unless you intend to return to work before the end of your full Adoption Leave entitlement (see below).

If you return to work after OAL you are entitled to return to the same job. If you return to work after AAL, you are entitled to return to the same job, or if this is not reasonably practicable, a suitably equivalent job.

7.1 Early Return To Work

If you wish to return to work prior to the end of your full Adoption Leave entitlement, you must notify the Company in writing at least 8 weeks before the date that you wish to return to work.

In the event that you do not give the Company 8 weeks notice of your intention to return to work early, the Company can postpone your return to work until the 8 week period has passed, provided that this is not beyond the end of your leave entitlement.

7.2 Disrupted Placements

If you have commenced Adoption Leave and the expected placement of a child does not take place, your Adoption Leave will end 8 weeks after the commencement of your OAL.

If you have commenced Adoption Leave and the child has been placed with you but is returned to the adoption agency or dies, your Adoption Leave will end 8 weeks from the end of the week that the child was returned to the adoption agency or died.

8 Contact and Keeping in Touch Days

You and the Company must aim to stay in touch throughout the entire Adoption Leave period in order to discuss issues relating to your employment including your plans to return to work or to keep you informed of important developments in the workplace.



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You will be able to work for the Company during your Adoption Leave for up to 10 days without affecting your entitlement to SAP. These working days are called 'keeping in touch' (KIT) days. The scope of any work done by you on a KIT day, including rates of pay and hours of work will be agreed in advance with the Company but will otherwise be in accordance with your contract of employment.

Should you have any questions regarding the above please contact the Personnel Department on 0207 960 7075/7074.