



**Policy Title**                      **Adoption Leave for Police Officers and Police Staff**  
**Date**                                      **March 2014**

---

### **1.0 Rationale**

The Employment Act 2002 introduced new statutory rights for Adoption Leave and Adoption Pay. The entitlement is available to all members of staff whose children are placed with them up to the age of 18. This policy also incorporates the amendments from the Work and Families Act 2006, the Home Office circular (010/2012) and the PNB agreements published in September 2006 (2006/5) and June 2013 (2013/6)

### **2.0 Intention**

The specific aims of the Policy are:

- To provide members of staff with information on their rights to Adoption Leave and Adoption Pay.
- To provide management guidance on the eligibility and entitlement of members of staff to Adoption Leave and Adoption Pay.

This policy intends to explain the rights of members of staff to their statutory and occupational entitlements to Adoption Leave and Pay. The policy sets out the procedure and timescales involved in applying for Adoption Leave and also explains the responsibilities of the individual applying for Adoption Leave and the responsibilities of the organisation. The policy includes an Adoption Leave Plan which provides an easy way to ensure that members of staff provide the necessary information to ensure they receive their correct entitlements to leave and pay.

### **3.0 General Principles**

This policy which applies equally to same sex couples covers Adoption Leave and Pay rights which are only available to members of staff where a child is newly-placed with adoptive parents (please see 3.1). Where a couple are adopting jointly, only one of the couple can take Adoption Leave, it cannot be split between them or claimed by both.

## **NOT PROTECTIVELY MARKED**

There are similar provisions where a child is adopted from outside the UK. In the case of adopting children from overseas please contact the Employment Relations team for further information.

### **3.1 Eligibility for Adoption Leave and Pay**

#### **3.1.1 Eligibility for Adoption Leave and Pay - Police Officers**

Police Officers who are matched for adoption with a child who is a step child or foster child who was previously living with him/her do not qualify for Adoption Leave.

All Police Officers who are eligible for Adoption Leave are entitled to one week's adoption leave on full pay, there are no length of service qualifying criteria for this entitlement.

#### **3.1.2 Eligibility for Adoption Leave and Pay- Police Staff**

Ordinary Adoption Leave (OAL) is a statutory right for all members of staff who meet the following criteria:

- the member of staff has been newly matched with a child for adoption by an approved adoption agency (as defined in the Adoption Act 1976), this does not include staff who:
  - become special guardian or kinship carer
  - adopt a family member or stepchild
  - have a child through surrogacy
  - adopt privately without permission from a UK authority or adoption agency.
- the member of staff has worked continuously for Thames Valley Police for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

Members of staff who are eligible for Ordinary Adoption Leave will automatically qualify for Additional Adoption Leave (AAL).

### **3.2 Notification**

Members of staff are required to give notice of their intention to take adoption leave within seven days of being notified that they have been matched for adoption. They need to state when the child is expected to be placed and when they want their adoption leave to start. Where it is not reasonably practicable for the member of staff to give notice within seven days, the notice should be given as soon as reasonably possible.

### **3.3 Adoption Leave**

#### **3.3.1 Starting Adoption Leave**

There is a two week window, the earliest adoption leave can begin is 14 days before the expected date of placement and the latest is on the actual day the child is placed.

#### **3.3.2 Length of Ordinary and Additional Adoption Leave**

Members of staff who are eligible are entitled to 26 weeks Ordinary Adoption Leave followed immediately by 26 weeks Additional Adoption Leave, making a total of 52 weeks leave.

### **3.4 Adoption Pay**

#### **3.4.1 Adoption Pay for Police Officers** including Police Adoption Pay

All officers eligible for Adoption Leave are entitled to one week's adoption leave on full pay ("standard adoption leave").

Police officers who have a minimum of 26 weeks but less than one year's continuous service by the week in which an approved match is made with a child, as notified by an adoption agency, are entitled to 39 weeks Statutory Adoption Pay followed by 13 weeks unpaid.

Police officers who have at least one year continuous service by the week in which an approved match is made with a child, as notified by an adoption agency, are entitled to 18 weeks on full pay followed by 21 weeks of Statutory Adoption Pay. The final five weeks of Police Adoption Pay can be taken over a 10 week period, (please see 4.4.2)

#### **3.4.2 Adoption Pay for Police Staff**

To be entitled to Statutory Adoption Pay the employee must have been continuously employed by Thames Valley Police for 26 weeks leading into the week in which they are notified of being matched with a child for adoption. SAP is paid during the first 39 weeks of Adoption Leave.

The Occupational Payments for Police Staff are as follows:

- The first six weeks are paid at 90% of the current pay which is offset against the SAP payments.
- The following 12 weeks are paid at 50% of salary in addition to SAP payments, provided that the sum does not exceed the normal pay entitlement.
- The remaining 21 weeks will be paid at the standard SAP rate.

### **3.5 Returning to work**

Members of staff wishing to return to work at the end of their full Adoption Leave entitlement will not be required to give any further notification to TVP. Those who want to return before the end of their Adoption Leave period must give eight weeks notice of the date they intend to return.

### **3.6 Adoption Support Leave**

A member of staff who is an adopter's spouse, partner or civil partner may be eligible to take Adoption Support Leave (Paternity Leave).

## **4.0 Guidance, Procedures & Tactics**

### **4.1 Responsibilities of the Police Officer / Police Staff Member**

#### **4.1.1 Before the Placement**

There is a legal obligation (Employment Act 2002) to notify Thames Valley Police of the intention to take Adoption Leave within seven days of an individual being notified by their adoption agency that they have been matched with a child. If this is not reasonably practicable the member of staff should notify the force of their intention as soon as possible after they have received confirmation from their adoption agency. This may be before they have received documentary confirmation, but this will allow the force time to plan for the intended period of leave.

Members of staff must inform their Line Manager and People Services:

- the intention to take adoption leave
- the date on which the child is expected to be placed for adoption
- the date the member of staff intends to start their adoption leave

This notification should be made in writing using the Adoption Leave Plan at the back of this guide (see Appendix 1). Completing the plan is an easy way of ensuring that the organisation has all the necessary information to make sure members of staff receive the correct amount of Adoption Leave and/or Pay (Notes to help with the completion of the form are provided in the right hand column of the plan).

The individual should discuss their intended Adoption Leave with their Line Manager who will endorse the completed plan and forward it to People Services where it will be held on the individual's personal file. It is advisable for the member of staff to keep a copy of the Adoption Leave Plan for their own records.

## NOT PROTECTIVELY MARKED

In addition to the completed plan, the member of staff must provide People Services with a Matching Certificate from their adoption agency which includes the following information;

- their name
- the name and address of the adoption agency
- the date that they were notified of having been matched with the child
- the date on which the child is expected to be placed for adoption

### 4.1.2 Changing the date adoption leave starts

Individuals may change their mind about when they want to start their Adoption Leave providing they notify their Line Manager and People Services at least **28 days** in advance of the new intended start date (unless this is not reasonably practicable).

### 4.1.3 After the placement

People Services must be notified of the date on which the child was actually placed with the member of staff. This should be done as soon as possible after the placement.

## 4.2 Thames Valley Police's Responsibilities to the Police Officer / Employee

Thames Valley Police is required by the Employment Act 2002, to respond to the notification of the intended Adoption Leave within 28 days of receiving the notification on the Adoption Leave Plan. People Services will write to the member of staff confirming the date on which the individual is expected to return to work, making the assumption that they will take their full entitlement to Adoption Leave.

## 4.3 Adoption Leave Entitlement

Police Officers who are eligible are entitled to:

- 26 weeks Ordinary Adoption Leave (OAL)
- 26 weeks Additional Adoption Leave (AAL)

Police Staff who are eligible are entitled to:

- 26 weeks Ordinary Adoption Leave (OAL)
- 26 weeks Additional Adoption Leave (AAL)

If an individual plans to start Adoption Leave before the actual date of placement, they must be sure that the placement will go ahead on this date because they cannot stop Adoption Leave and start it again at a later date.

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

#### **4.3.1 Ordinary Adoption Leave (OAL)**

##### **Eligibility for Police Officers and Police Staff to OAL**

OAL is a statutory right for all members of staff who meet the eligibility criteria;

The right to OAL applies to members of staff regardless of the number of hours that they work, providing the appropriate notice is given and they meet the eligibility criteria.

The earliest an adopter can begin their OAL and pay is 14 days before the expected date of placement. The member of staff can choose to start their leave on any day of the week which can be:

- from the date of the child's placement (whether this is earlier or later than expected), or
- from a fixed date which can be up to 14 days before the expected date of placement

#### **4.3.2 Additional Adoption Leave (AAL)**

Members of staff who are eligible for Ordinary Adoption Leave will automatically qualify for Additional Adoption Leave. AAL follows immediately after Ordinary Adoption Leave finishes and lasts for a further period of 26 weeks making a total of 52 weeks leave.

Additional Adoption Leave is paid at SAP for 13 weeks

### **4.4 Adoption Pay**

#### **4.4.1 Statutory Adoption Pay (SAP)**

Providing members of staff are eligible (please see 3.1), SAP is a statutory weekly payment made during the first 39 weeks of Adoption Leave.

The member of staff where practicable, must provide Thames Valley Police with at least 28 days notice of the date on which he/she wants the SAP to begin. They should use the Adoption Leave Plan to make the notification.

SAP is only paid for weeks when the member of staff does not work however this can start on any day of the week, for example; if a member of staff starts their leave on a Tuesday, then a week's SAP runs from the Tuesday to the next Monday.

## NOT PROTECTIVELY MARKED

A member of staff will not be able to receive Statutory Sick Pay and Statutory Adoption Pay for the same period. If the member of staff falls sick before they have started the Adoption Pay Period (APP), it is unlikely that the child will be placed with them until such time as the Adopter is well. In the event that the placement still occurs, SAP will commence on the date of placement and SSP will cease. Members of staff should ensure they notify People Services to ensure that the correct payments are made.

If more than one child is placed for adoption at the same time, entitlement to SAP remains the same as if only one child was placed.

If for any reason the child's placement ends during the OAL period, payment of SAP continues for eight weeks after the placement ceases or until the end of the 39 week SAP period, whichever is sooner.

If the member of staff leaves their job for any reason (including dismissal), the individual is still entitled to SAP. However, if they start work for a different employer their entitlement to SAP will cease.

If the member of staff does not meet the qualifying conditions for SAP, Finance will provide the individual with a SAP1 form. The individual may be entitled to seek financial support from their Local Authorities. Further information on financial benefits can be obtained from the local Social Security / Jobcentre Plus Office.

### **4.4.2 Police/Occupational Payment (TVP Payment)**

This is a payment made by Thames Valley Police to Police Officers and Staff who are eligible during the Ordinary Adoption Leave period.

#### **Police Adoption Pay – Police Officers**

Police officers who have at least one year continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to:

- take 18 weeks on full pay (Police Adoption Pay) followed by statutory adoption pay for 21 weeks, or:
- take 13 weeks on full pay, then receive half police adoption pay and half rate statutory adoption pay which will be capped at full pay for weeks 14 – 23. This will be followed by statutory adoption pay for 16 weeks.

When completing the Adoption Plan (page 15) officers must ensure they identify whether they wish to receive 18 weeks at full pay or extend their PMP payment by receiving weeks 14 to 23 at half pay.

## NOT PROTECTIVELY MARKED

When an officer has received Police Adoption Pay he/she must return to duty for a period of at least one month. Failure to do so will entitle the force to claim back the amount of Police Adoption Pay which was paid to the officer in excess of SAP (i.e. SAP will not be claimed back).

### **TVP Occupational Adoption Pay - Police Staff**

Police staff must have been continuously employed by Thames Valley Police for 26 weeks leading into the week in which they are notified of being matched with a child for adoption to qualify for TVP Occupational Adoption Pay. Police staff who qualify are entitled to:

- The first six weeks are paid at 90% of the current pay which is offset against the SAP payments
- The following 12 weeks are paid at 50% of the salary in addition to SAP payments, provided that the sum does not exceed you normal pay entitlement.
- The remaining 21 weeks will be paid at the standard SAP rate.

Employees must inform People Services whether they would like to receive the TVP occupational payments while they are on Adoption Leave or when they return to work. This notification can be made using the Adoption Leave Plan. Please note that this choice is not available for staff whose employment will cease during the adoption leave period.

If the adopter does not return to work for Thames Valley Police for a period of at least three months after their Adoption Leave period has finished, TVP will claim back the Additional Occupational Payment. The adopter will however be entitled to keep the SAP that they have already received.

### **4.5 Part Time workers**

Under the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 Part Time workers have a right to be treated in the same manner as a full-time counterpart. Therefore, rights to Adoption Leave and Adoption Pay are applied in exactly the same way for Part Time Workers.

### **4.6 Annual Leave (Police Officers and Police Staff)**

Annual Leave continues to accrue whilst on Adoption Leave, whether paid or unpaid. If a member of staff wishes to carry over more than 40 hours (pro rata for part time) they must apply to the Resource Management Team for authorisation to do so. Individuals can take Annual Leave before during or after Adoption Leave. Careful consideration should be given to taking Annual Leave during Adoption Leave as this may result in losing SAP. If the member of staff takes Annual Leave during their Adoption Leave he/she will receive their salary payment for that period and the

## **NOT PROTECTIVELY MARKED**

equivalent amount of leave entitlement will be added to the end of their Adoption Leave.

To enable teams and departments to plan resourcing levels effectively, officers are encouraged to take their Annual Leave either before the start of Adoption Leave or after Adoption Leave has ceased.

### **4.6.1 Bank Holidays**

Bank Holidays accrue during ordinary and additional Adoption Leave.

## **4.7 Pensions**

### **4.7.1 Police Officers**

A total of up to 39 weeks will be pensionable, reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service.

The Additional Adoption Leave period, which is unpaid, is not counted as pensionable service. The officer will be given the opportunity to repay their pension contributions for the relevant period once they have returned to work.

Please contact Corporate Finance for further information on how Adoption Leave affects officer's pensions.

### **4.7.2 Police Staff**

A total of up to 39 weeks taken will be pensionable and reckonable for incremental pay and leave purposes.

13 weeks of the Additional Adoption Leave period, which is unpaid, is not counted as pensionable service. The employee will be given the opportunity to repay their pension contributions for the relevant period once they have returned to work.

Further information on how Adoption Leave affects employee's pensions, is available from Buckinghamshire County Council (Police Staff) on 01296 383 755

## **4.8 Federation / UNISON Contributions**

During the unpaid part of Additional Adoption Leave, Federation / UNISON contributions will not be deducted from the salary. Individuals must contact the Federation / UNISON should they wish their contributions to continue during this period of leave. Contributions will commence again on returning to work, as long as the individual has not requested the payments to be stopped.

## 4.9 Reasonable Contact

Members of staff on Adoption Leave and their line managers are entitled and encouraged to remain in contact with each other during the period of Adoption Leave. This could be to discuss work arrangements or other issues that will assist with the return to work, such as flexible working requests. Reasonable Contact is separate from Keeping in Touch days (see below).

### 4.9.1 Keeping in Touch days (KIT days)

KIT days allow a member of staff on Adoption Leave to carry out up to 10 days work for TVP during Adoption Leave. TVP is not obliged to offer KIT days and the member of staff can choose whether or not to attend KIT days.

Reasons for arranging KIT days could be to attend relevant training, team days, meetings, or to complete projects that the Member of Staff was working on prior to adoption leave.

For each KIT day worked, the Member of Staff will receive their normal hourly rate of pay for however many hours worked. If a KIT day is worked during Occupational Adoption Pay (received up until week 18 of maternity leave) Occupational Adoption Pay will **not** be paid in addition to KIT day payment.

Working a KIT day does not bring the Adoption Leave to an end or extend it and will not affect SAP payments.

Payment for KIT days worked will be processed after completion of **Appendix C** of this policy which should be sent to the People Service Desk.

### 4.9.2 Returning to Work

#### 4.9.2.1 Right to Return to Work

If adopters wish to return to work at the end of their full Adoption Leave entitlement they will not be required to give any further notification to Thames Valley Police.

However, should individuals wish to return to work before the end of their Adoption Leave period they should give the People Service desk **eight weeks notice (or 21 days notice for police officers)** of the date on which they wish to return to work.

If adopters fail to provide the eight weeks notice, TVP is entitled to postpone the date of the return for eight weeks although it cannot be

postponed beyond the date on which the Adoption Leave would normally end.

#### **4.9.2.2 Return to work – Police Officers**

An officer taking Adoption Leave has the right to return to work on the same conditions of service. Wherever possible posts should be re-organised or covered on a temporary basis to allow the officer to return to the post occupied before the leave, if they so wish. The assumption must be made that the officer will return to work following their indicated period of leave.

Should a re-organisation take place when the officer is absent, the same procedures of consultation should apply as if they were present in the workplace.

#### **4.9.2.3 Returning to work after Ordinary Adoption Leave – Police Staff**

Employees are entitled to return to their normal job on the same terms and conditions as prior to your Adoption Leave absence. If a redundancy situation arises during the Ordinary Adoption Leave, the Organisational Change Policy applies accordingly.

#### **4.9.2.4 Return to work after Additional Adoption Leave–Police Staff**

Employees are entitled to go back to their normal job when they return from AAL. However, if a redundancy situation has arisen during this period, or there is some other genuine reason why the original job is no longer available, then alternative suitable work will be offered where possible when the individual returns from AAL.

#### **4.9.2.5 Return to work interview**

On the first day back following Adoption Leave a return to work interview should be arranged with the Line Manager. The interview will include:

- a discussion about the current role.
- training that may be required arising from any changes which occurred in the Department whilst the adopter has been away
- ensuring that the returnee is fully aware of their leave entitlements i.e. Parental Leave, Time off for Dependants and the right to request flexible working in the future.

### **4.10 Childcare**

Thames Valley Police has implemented a Childcare Voucher scheme with KiddiVouchers. This is available to all staff who can apply to receive vouchers to pay for childcare in exchange for part of their monthly salary. The voucher can only be redeemed by their child's

## NOT PROTECTIVELY MARKED

carer and does not attract National Insurance contributions or tax therefore making a saving for members of staff. Both parents can claim vouchers each saving up to £1,000 per annum in tax.

For more information about the voucher scheme, please contact the KiddiVouchers helpline on 0800 612 9015 and quote "S642499Q" or go to [www.kiddivouchers.com](http://www.kiddivouchers.com). A booklet providing more information can also be downloaded from the Staff Portal, under Benefits in the Childcare section.

### **4.11 Parental Leave**

Parental leave is available to qualifying staff and amounts to 18 weeks unpaid leave to be taken before the fifth anniversary of the placement for adoption. In the case of a child eligible for a disability living allowance the 18 week entitlement can be taken at any time before the child's 18<sup>th</sup> birthday. Staff wishing to take Parental Leave should refer to the Thames Valley Police Guide to Parental Leave that can be found on the policies page on the Intranet.

### **4.12 Time off for Dependants**

Time off for dependants is available to help to cope with an emergency concerning dependants. For information on requesting time off for dependants please contact People Services.

### **4.13 Adoption Support Leave**

The adopter's spouse/partner may be eligible to Adoption Support Leave (Paternity Leave) and should refer to the Paternity Leave Policy located on the intranet. If the adopter's spouse/partner does not work for TVP they should refer to their employer's Paternity Leave Policy.

Where a couple are adopting jointly, they must decide which of them is going to take adoption leave and which of them is going to take Paternity Leave providing they meet the eligibility criteria.

## **5.0 Challenges & Representations**

Challenges/Representations in respect of decisions made in applying this policy should be addressed, in writing, to:

Director of People  
People Directorate  
Thames Valley Police HQ  
Oxford Spires Business Park  
Langford Lane  
Kidlington  
Oxfordshire  
OX5 2NZ

## 6.0 Communication

### 6.1 Links to Police National Legal Database Other

Paternity Leave Policy  
Parental Leave Entitlements Policy

### 6.2 Implementation Strategy

**6.2.1** Individuals will be informed of the new policy through an all-user e-mail at the time of publication. The policy will be made available electronically via the Policy and Procedures intranet site and the Staff Portal.

**6.2.2** This policy can be made available to the general public via the Internet site

## 7.0 Compliance and Certification

### 7.1 Human Rights Certification

#### (i) Legal Basis

- The Work and Families Act 2006
- The Employment Act 2002
- Adoption Act 1976

#### (ii) Human Rights Articles Engaged

- Article 8, Right to respect for private and family life
- Article 14, The Prohibition on Discrimination

Audited by: Alison Clements  
Audited on: 23 February 2005

#### (iii) Prohibition of Discrimination

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

### 7.2 Equality Impact Assessment

This policy has been assessed for its relevance against the protected characteristics and has been rated as '**LOW**'.

### **7.3 Management of Police Information (MoPI) Compliance**

**7.3.1** This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI)

### **7.4 Data Protection**

Personal data processed in connection with this policy should be managed in accordance with the provisions of the Data Protection Act 2018.

This policy will be available to the public via the Thames Valley Police, Freedom of Information Publication Scheme.

### **7.5 Freedom of Information Act**

This policy is suitable to be made available to the public and will be published under the Thames Valley Police, Freedom of Information Publication Scheme.

### **7.6 Protective Markings**

The document has been assessed for the appropriate level of marking and is **NOT PROTECTIVELY MARKED**

### **7.7 Health & Safety at Work**

There are no Health and Safety implications.

## **8.0 Monitoring and Review**

### **8.1 Links to Best Value/PPAF/Priorities/Performance Indicators**

### **8.2 Review Process**

This policy document shall be reviewed every two years. The review will take into account the following criteria:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations

The policy shall next be reviewed in July 2017

**APPENDIX 1**

**ADOPTION LEAVE PLAN  
PART A  
PLANNING ADOPTION LEAVE**

I am giving you this form to let you know that I intend to take adoption leave and to notify you of when I want to start my adoption leave and begin receiving Statutory Adoption Pay (SAP) and Additional Police/Occupational Pay, if I am eligible.

<p><b><u>Personal Details</u></b></p> <p><b>1 Name</b> .....</p> <p style="text-align: center;"><b>OCU/BCU</b></p> <p>.....</p>	<p><b>Shoulder number</b> .....</p> <p><b>Line Manager's name</b> .....</p>
<p><b>When the child is expected;</b></p> <p><b>2 The expected date the child is due to be placed is:</b></p> <p>..... (expected date of placement)</p> <p><b>3 Documentary evidence confirming this (please tick appropriate box):</b></p> <p>a) Has been given to you already [ ]</p> <p>b) Is enclosed with this form [ ]</p>	<p><b>Notes</b></p> <p><b>Expected date of child placement</b></p> <p><b>2</b> The expected date of child placement is the date on which it is expected that the child will be placed with you.</p> <p><b>Documentary Evidence (which may be the matching certificate)</b></p> <p><b>3</b> You must provide People Services with a certificate giving the expected date of placement at least 28 days before you wish to start your leave and / or pay. The documentary evidence that you receive, can be used for this.</p>

<p>c) Will be given to you shortly <input type="checkbox"/> ]</p>	
<p><b>Starting Adoption Leave</b></p> <p><b>4 I intend on starting my adoption leave on:</b></p> <p>..... (date)</p> <p><b>NB- All Police Officers are entitled to one week Adoption Leave on full pay prior to OAL, there are no qualifying criteria for this entitlement.</b></p>	<p><b>4 Start date</b> You can start Adoption Leave only during the 14 days prior to the date of placement for adoption, ending with that date. You must notify TVP of your intended start date during the notification period. If you wish to change this date you must give TVP at least <b>28 days</b> notice of when you want to start adoption leave unless this is not reasonably practicable.</p> <p><b>Effect on Statutory Adoption Pay (SAP)</b> You can start your Adoption Leave and pay on any day of the week or if you worked on any part of that day it will start on the following day. You may wish to bear in mind that you will not get SAP for any week in which you do any work for Thames Valley Police. The same applies when you go back to work - if you return during the week you will not receive any pay for that week.</p> <p><b>Adoption Pay Period</b> This is the 39 week period when you will receive SAP, if you are entitled to it. It starts on the day you start your Adoption Leave unless you worked for any part of that day in which case it will start on the next day.</p> <p>The actual payment will be made in the same way as your salary.</p>
<p><b>Returning after Adoption Leave</b></p> <p><b>5 I ONLY intend on taking my one week entitlement (Police Officers only);</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>6 I intend to return to work on the following date:</b></p> <p>.....</p> <p><b>I understand that if I want to change my</b></p>	<p><b>5 Automatic one week entitlement (Police Officers Only)</b> By indicating that you will be taking your automatic entitlement to one week adoption leave only, you will be expected back to work on the first working day after this leave</p> <p><b>6 Additional Adoption Leave</b> Additional adoption leave runs from the end of your Ordinary Adoption Leave, giving up to 52 weeks leave.</p> <p><b>Letting TVP know when you are going back to work</b></p>

**return to work date I must give you eight weeks notice of the date on which I want to return. Please complete Part B of this plan – Change of return to work date.**

If you want to change your return to work date from the one stated on this plan you must give TVP eight week's notice of the date on which you want to return

**Unable to return to work**

If you cannot return, for example, because you are sick, the normal rules for your employment apply.

**Deciding not to return to work**

If you decide, whether now or later, that you do not intend to return to work with TVP you must give the notice period required by your contract of employment.

**7 Additional Occupational Payment**

This is an additional benefit paid by TVP during the Ordinary Adoption Leave period.

You can decide to receive this payment either while you are on Adoption Leave or when you return to work. If you do not return to work for TVP for the specified period (please refer to the Policy) after your Adoption Leave period finishes, TVP will claim back the Additional Occupational Payment.

You will not be asked to pay back the SAP.

**Payment of Additional Occupational Payment**

**7 If I qualify for Additional Occupational Pay. I would like to receive this pay:**

**While I am on Adoption Leave**  tick box

or

**When I return to work after my Adoption Leave period finishes**  tick box

(This option will not be available if your employment/service with Thames Valley Police is due to cease during the Adoption Leave Period)

You have now completed all the parts of the form you can before the child is placed with you. You should now sign the form and give copies to your Line Manager and People Services. Don't forget to keep a copy of it for yourself.

**Signed**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**PART B – Change of return to work date**

This section is not applicable to Police Officers who have indicated that they will only be taking their automatic entitlement to one week Adoption Leave (They will be expected back to work on the first working day after this leave).

If you want to return at a different date stated in part A, you must give TVP at least eight weeks notice.

If you do not give eight weeks notice, TVP is entitled to postpone your return until the eight weeks notice has been complied with, although it cannot be postponed to a date later than the end of your Adoption Leave period.

<p><b>Personal Details</b></p> <p><b>1. Name</b>                  .....  <b>OCU/BCU</b>                  .....</p>	<p><b>Shoulder number</b> .....</p> <p><b>Line Manager's name</b>                  .....</p>
<p><b>Return to work date</b></p> <p><b>The date I originally intended to return to work on was;</b>                  .....(date)</p> <p><b>The date I now intend to return to work on is;</b>                  ..... (date)</p>	<p><b>Effect on SAP</b>                  If you return to work at any time before the end of your Adoption Pay Period, for any week that you worked you will be not be entitled to SAP.</p>
<p>You should sign the form now and send a copy to your Line Manager and People Services. Don't forget to keep a copy of it for yourself.</p>	

**Signed**

**Date**

**PART C – Keeping in Touch Days (applicable to Officers and Police Staff)**

**Application for payment for Keeping In Touch days (KIT days)**

This form should be completed by the Member of Staff and their Line Manager. The completed form should be sent to People Services Resourcing who will organise payment.

Separate forms should be completed for KIT days worked in different pay periods (calendar months).

<p><b>Personal Details</b></p> <p><b>Name:</b></p> <p><b>LPA/OCU:</b></p> <p><b>Month in which KIT day/s worked:</b></p>	<p><b>Shoulder number:</b></p> <p><b>Line Manager's name:</b></p>												
<p><b>I worked for TVP as a KIT day as follows:</b></p> <table border="1"> <thead> <tr> <th data-bbox="244 1330 467 1402"><b>Hours Worked daily</b></th> <th data-bbox="520 1330 587 1357"><b>Date</b></th> <th data-bbox="667 1330 847 1402"><b>Contracted Hours*</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1487 443 1503">.....</td> <td data-bbox="496 1487 576 1503">.....</td> <td data-bbox="655 1487 807 1503">.....</td> </tr> <tr> <td data-bbox="244 1592 443 1608">.....</td> <td data-bbox="496 1592 576 1608">.....</td> <td data-bbox="655 1592 807 1608">.....</td> </tr> <tr> <td data-bbox="244 1697 443 1713">.....</td> <td data-bbox="496 1697 576 1713">.....</td> <td data-bbox="655 1697 807 1713">.....</td> </tr> </tbody> </table> <p><b>*Please provide details of the hours you would normally have worked on this day.</b></p>	<b>Hours Worked daily</b>	<b>Date</b>	<b>Contracted Hours*</b>	.....	.....	.....	.....	.....	.....	.....	.....	.....	<p><b>Payment for KIT Days</b></p> <p>Members of staff will receive <b>their normal hourly pay</b> for each KIT day worked. Please specify on this form how many hours were worked.</p> <p>Members of staff can work a maximum of 10 KIT days.</p> <p><b>Effect on SMP</b></p> <p>KIT days which are taken within the statutory maternity pay period (the first 39 weeks of Maternity Leave) will not result in SMP being lost for days in which the KIT days were worked.</p> <p>However for each KIT day worked, Occupational Maternity Pay ( received up</p>
<b>Hours Worked daily</b>	<b>Date</b>	<b>Contracted Hours*</b>											
.....	.....	.....											
.....	.....	.....											
.....	.....	.....											

**NOT PROTECTIVELY MARKED**

	<p>until week 18 of maternity leave) will not be paid <b>in addition</b> to KIT day payment.</p> <p><b>KIT days cannot be worked in the two weeks following childbirth.</b></p>
--	---

You and your line manager should sign the form now and send it to People Services Resourcing. Don't forget to keep a copy of it for yourself.

Signed..... Date..... (Member of Staff)

Signed..... Date..... (Line Manager)

## Appendix 2

### Glossary of Terms

An **adopter** is a person who has been matched with a child for adoption. If a couple have been matched jointly, for the purposes of this policy, the adopter is the member of that couple who has chosen to take adoption leave and / or Statutory Adoption Pay. Until 2004 only married couples may adopt jointly.

An **adoption agency** has the meaning given to it in section 1 (4) of the Adoption Act 1976 in England and Wales.

A person is **matched** with a child for adoption when an adoption agency decides that that person would be a suitable adoptive parent for the child, either individually or with another person.

A person is **notified of having been matched** with a child on the date on which they receive notification of the agency's decision under regulation 11(2) of the Adoption Agencies Regulations 1983.

The **placement** of a child for adoption occurs when the child goes to live with the adopter permanently with a view to being formally adopted in the future.

A **partner** means a person who lives with the adopter and the child in an enduring family relationship but is not an immediate relative. This may include a male or female in a same sex relationship.

#### **SAP** Statutory Adoption Pay

This is the term given to payment which is made in lieu of your normal salary during your Adoption Leave. The qualification criteria and the amount are set by government and are reviewed annually in April. The qualifying conditions which confirm entitlement are detailed in Section 5.4.1.

#### **APP** Adoption Pay Period

This is the 39 week period that is paid during Ordinary Adoption Leave and half of Additional Adoption Leave, however there are qualifying conditions that have to be met to be entitled to Adoption Pay.

#### **Additional Police/Occupational Payment**

This is an additional benefit paid to Police Officers and Staff during the Ordinary Adoption Leave period providing that the qualifying conditions are met - see section 3.3.3 for further information.

**NOT PROTECTIVELY MARKED**