



Policy

People

Adoption Policy

1 April 2024

Adoption Policy

Key Principles

1. We support and encourage equality and diversity at Landsec, and this policy sets out our approach for anyone adopting a child.
2. We are committed to supporting you during this exciting time and this policy sets out the support you may receive and what you need to do to make the most of our benefits.
3. This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may amend it at any time.

At Landsec, we recognise there are many different ways of becoming a parent and we are committed to providing equal access to our benefits. Our Adoption Leave Policy is designed to support the employees embarking on the adoption of their child, recognising the importance of providing them with the time and flexibility needed throughout the process.

Am I entitled to adoption leave?

Adoption from within the UK

You are entitled to adoption leave if:

- You are adopting a child through a UK approved adoption agency.
- The adoption agency has given you written notice that it has matched you with a child and confirmed the date they expect that to happen and you have notified the agency that you agree to the child being placed with you on that date.
- Your spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave and/or shared parental leave).

Adoption from Overseas

You are entitled to adoption leave if:

- You have received notification that the adoption has been approved by the relevant UK authority (the "Official Notification.")
- You have complied with the correct Notice procedures below:

Within 28 days of the date, you receive the Official Notification, you must give notice of your intention to take adoption leave. The notice needs to confirm both the date the Official Notification was received and the date the child is expected to enter Great Britain.

– Your spouse or partner will not be taking adoption leave with their employer (although they may be entitled to take paternity leave and/or shared parental leave).

Surrogacy or Foster arrangements

If you are parents who will become the legal parent of a child under a surrogacy arrangement or a local authority foster parent who are also prospective adopters ("foster to adopt") you may also be entitled to take adoption leave and should talk to the People Team (people@landsec.freshservice.com).

How much adoption leave am I entitled to?

The maximum leave is 52 weeks – that's irrespective of whether more than one child is placed for adoption as part of the same arrangement. This is made up of:

- Ordinary adoption leave for 26 weeks (OAL) and;
- Additional adoption leave for 26 weeks (AAL).

It's your decision how much leave you want to take, you can take less than 52 weeks' adoption leave if you want to.

How much adoption pay am I entitled to?

Enhanced Pay

At Landsec we want to make sure you feel supported from the day you join us, accordingly our enhanced adoption pay is available to all Landsec employees from day one of their employment with us. Therefore, all employees are eligible for 26 weeks Company Adoption Pay (CAP) at full basic pay (inclusive of any statutory adoption pay that you may be entitled to) provided you are still employed by us when your maternity leave start.

As long as you meet the government criteria (<https://www.gov.uk/adoption-pay-leave/eligibility>) you will then be eligible for a further 13 weeks of statutory adoption pay (SAP) (the current rate can be found via the gov website at <https://www.gov.uk/adoption-pay-leave/pay>). The first 6 weeks of SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year. Please note that, in order to be eligible for SAP, you must earn at least a certain amount per week, give the correct notices and proof of adoption/surrogacy and have worked for the employer continuously for at least 26 weeks by the week you were matched with a child.

The final 13 weeks of leave, which would be AML, will be unpaid.

What do I need to do?

Notification

We would love to hear about your expected adoption as soon as possible to allow us to provide support, arrange cover if applicable and be as well prepared as possible for your adoption leave.

With UK adoptions, you must tell us in writing of the date when the child is expected to be placed in your care and your intended start date for adoption leave not more than seven days after the agency notifies you in writing that it has matched you with a child (or as soon as reasonably practicable). Adoption leave can start on the day the child is placed with you for adoption, or up to 14 days earlier.

—For overseas adoptions, at least 28 days before the date you have chosen as the beginning of your adoption leave period, you must give notice of your chosen start date. Adoption leave can start on the day on which your child enters Great Britain or on a chosen date no later than 28 days after the child enters Great Britain. You will also need to confirm the date your child enters Great Britain within 28 days of them doing so and we may ask you to provide evidence of this.

—We will write to you to confirm your entitlement and set out the date you’re expected to return to work if you decide to take your full entitlement. If you decide to change your start date, please give us at least 28 days’ notice.

—Please give us a copy of your ‘Matching Certificate’ or in the case of overseas adoptions, your Official Notification. In the case of overseas adoptions we may also ask for evidence of the date the child arrived in Great Britain.

—Talk to your line manager about arrangements for covering your work and discuss the approach you would like to take to staying in touch whilst you are on leave.

—Check out Peppy Health ([Peppy \(sharepoint.com\)](https://peppy.sharepoint.com)), this is our support for parents, whether it’s your first child or not.

What support is on offer for you?

Before	Time off for adoptions appointments	Contact, advice and support from HR and support from our partners Peppy Health.	Contact and support from Line Manager.	Support via the Employee Assistance Programme.
During Adoption Leave	Up to 52 weeks of adoption leave. 26 weeks full pay from day one of employment.			
	Retention of benefits during your adoption leave.			
	10 Keeping In Touch days.			
	Potential eligibility for Shared Parental Leave			
After Adoption Leave	Flexibility to decide the date of your return up to 52 weeks.			
	Coaching to help you transition back to work.			
	The right to return to work at 80% of your working hours for 100% of your pay.			

Time off for adoption appointments

An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.

You can take paid time to go to an adoption appointment on five occasions, once the agency has notified you that a child is to be placed with you for adoption but before the child is actually placed with you.

What happens when you are on leave and on your return to work?

With the exception of terms relating to pay, your terms and conditions remain in force during OAL and AAL.

Holiday Entitlement

Before your adoption leave commences, we encourage you to take any accrued holiday for the current holiday year. It's a great way to recharge and make sure you're all set for the wonderful adventure that awaits.

Good news – you'll continue to accrue holiday and bank holidays in line with your employment contract during your maternity leave.

You have the flexibility to use your accrued holiday either at the beginning or end of your adoption leave, but you cannot use these once you have returned. It's entirely up to you! Unfortunately, we can't offer payment in lieu of these days unless you decide not to return to work.

Whenever you're ready, have a chat with your manager about your holiday plans before starting your maternity leave. It helps us to make sure everything is set up to support you in the best way possible.

Pension

If you are a member of the pension scheme, we shall make employer pension contributions during OAL and any period of paid AAL, based on your normal salary in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the People Team that you wish to make up any shortfall.

Keeping in Touch

We may make reasonable contact with you from time to time during your adoption leave.

If you would like to do so, we want to make sure you are able to keep in contact with your team whilst you are on adoption leave, therefore, there is the option for you to take paid KIT days. These

days are not compulsory but could be for training, to attend department meetings, or just for 'keeping in touch'. You have 10 KIT days to utilise but they can only be taken within your adoption leave period. You and your manager can discuss when is the best time to take your KIT days, they will then need to approve and add this to Workday. You will be paid your normal basic salary for each KIT day which will be inclusive of any adoption pay entitlement.

Returning to work

We know it can be daunting returning to work after a long period of time, so we want to help you to make this transition as smooth as possible. Some of the support available includes:

- Coaching to support you in your transition back to the workplace, to ensure you feel as comfortable and confident returning to your role as we do having you back.
- Phased return to work arrangement which allow you to work for 4 days a week whilst receiving 5 days' pay on a temporary basis for up to 6 months after your return to work. This will be pro-rated if you work part time.
- If you wish to request a permanent change to your hours or any other working arrangements, you should put this request in writing in accordance with our [Flexible Working Procedure]. It is helpful if you are able to do so as early as possible.

You are normally entitled to return to work in the same position as you held before your adoption leave. However, if you have taken any period of AAL, or have combined adoption leave with more than the four weeks' parental leave, and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

If you decide not to return to work after your adoption leave you must give the required written notice of your resignation in accordance with your contract of employment.

Disrupted Adoption

There are a number of reasons where your adoption leave could start and then be disrupted. In case of disruption, your entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless your entitlement to leave or pay would have ended earlier in the normal course of events. Adoption leave is disrupted if it has started but:

- you are notified that the placement will not take place;
- the child is returned to the adoption agency after placement; or
- the child dies after placement.

Additional information

If you're planning on curtailing your adoption leave and sharing this with your partner as part of Shared Parental Leave, please see our policy on Shared Parental Leave for further details.