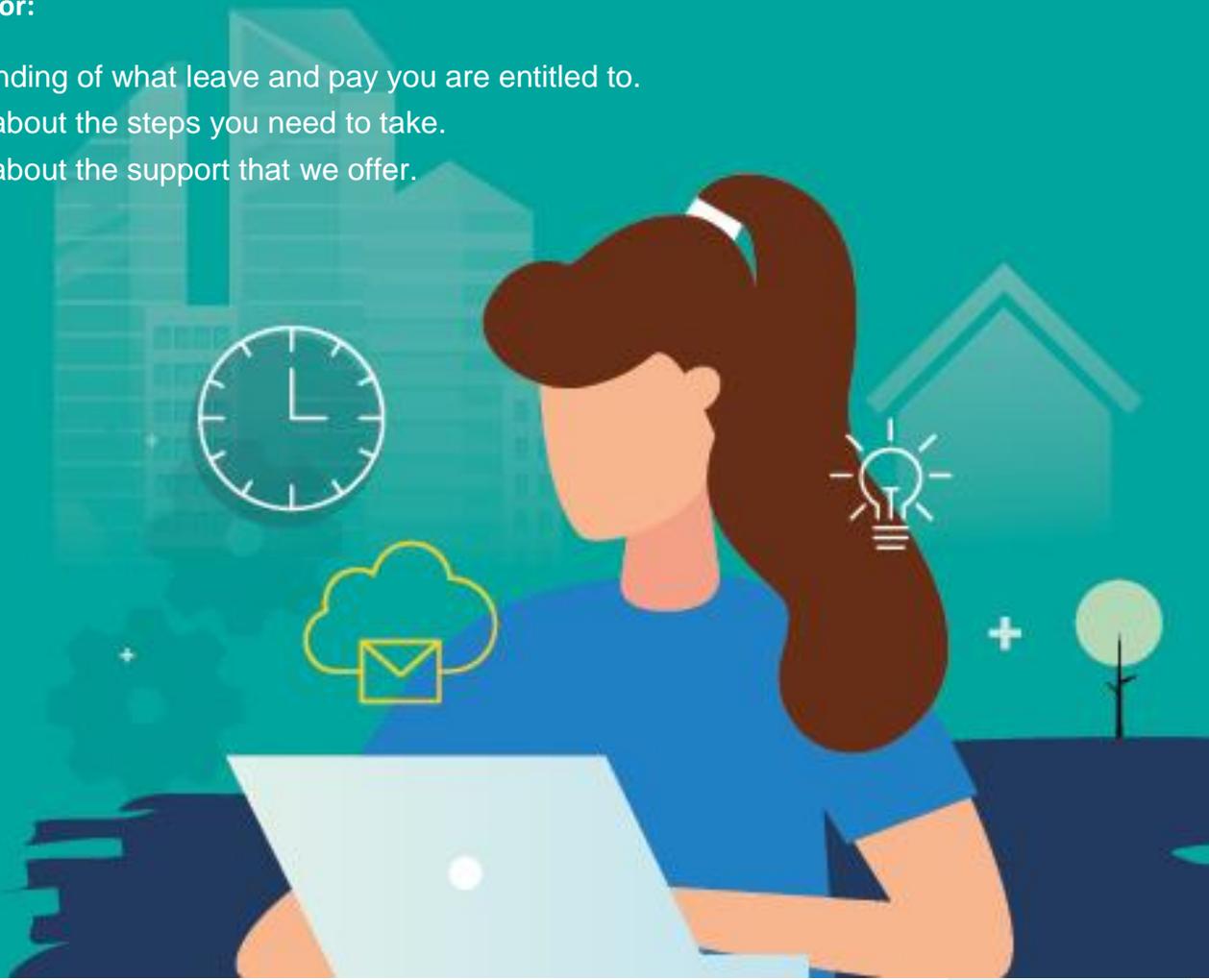


Adoption

Policy

Read this policy for:

- An understanding of what leave and pay you are entitled to.
- Information about the steps you need to take.
- Information about the support that we offer.



KEY PRINCIPLES

- 1. We support and encourage equality and diversity at Landsec, and this policy sets out an equal and consistent 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.**

Am I entitled to adoption Leave?

Adoption from within the UK

You are entitled to adoption leave if:

- You are adopting a child through an 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 your HR representative. We recognise there are many different ways of becoming a parent and we are committed to providing equal access to our benefits.

How much adoption leave are you 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).

You can take less than 52 weeks’ adoption leave if you want to.

How much adoption pay are you entitled to?

Length of Service at the beginning of the week in which you are matched with a child/ week of official notification.	Landsec entitlement
More than 12 but less than 26 weeks service	<ol style="list-style-type: none">1. 26 weeks of your full basic pay.2. 26 weeks of unpaid leave.
More than 26 weeks of service	<ol style="list-style-type: none">1. 26 weeks of your full basic pay (inclusive of Statutory Adoption Pay or SAP)2. 13 weeks of Statutory Adoption Pay.3. 13 weeks of unpaid leave.

Enhanced Pay

You will qualify for enhanced adoption pay if you have been continuously employed for at least 12 weeks at the beginning of the week in which you are matched with a child, or in the case of an overseas adoption, 12 weeks service ending with the week of official notification and in both cases, you comply with the notification requirements set out in this policy below.

What do I need to do

- For UK adoptions, within seven days after the agency notifies you in writing that it has matched you with a child, you need to give us notice in writing of the date when the child is expected to be placed in your care with a view to adopt. At the same time, you will need to give us notice of when you would like your adoption leave to start. 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.

- 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.
- 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.
- Talk to the HR Services team about what you would like to do with your benefits during your adoption 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 to attend adoption appointments.	Contact, advice and support from HR. Support from Peppy Health (our partner for parents support)	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 for those who qualify.			
	Retention of benefits during your adoption leave			
	10 Keeping in touch days			
After Adoption Leave	Flexible date of return up to the end of 52 weeks			
	Right to apply for Shared Parental Leave			
	The right to request flexible working on return			

Time off for adoption appointments

If you’re adopting on your own, or you’re a primary adopter, you can take paid time to go to an adoption appointment on five occasions.

If you’re a secondary adopter, you can take unpaid time to go to adoption appointments on two occasions.

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

Holiday Entitlement

During your adoption leave, you will continue to accrue your holiday entitlement.

If possible, we would ask you to take any outstanding holiday before you start your adoption leave. Any holiday entitlement that can't reasonably be taken before you start, can be carried over to the next leave year up to a limit of 1 weeks' holiday. We will not make payments in lieu of any untaken holiday.

Holidays accrued during your adoption leave (including bank holidays) should be taken following your leave and before returning to work.

Keeping in Touch

Your line manager or HR are likely to want to keep in touch with you whilst you are on leave to see how you are doing.

You can also come into work or attend training for up to 10 days during your leave. You should talk about this with your line manager.

You will be paid your normal basic salary for each kit day which will be inclusive of any adoption pay.

Returning to work

If you'd like to return earlier than your Expected Return Date (which we confirmed in our letter at the start of your adoption leave,) you will need to give us 8 weeks' notice in writing.

You will usually be entitled to return to the same role as you held before starting your adoption leave. However, if there's a reason as to why we are unable to give you your original job back, we will do all we can to find you a suitable alternative role.

If you don't intend to return to work, please discuss this with your line manager as early as possible.

You can also ask to change your working pattern on return from adoption leave. If this is the case, you should discuss this with your line manager and make a request under our Flexible Working Policy.

Disrupted Adoption

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.

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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.

Additional information

If you're planning on swapping leave with your partner as part of your Shared Parental Leave, please see our policy on Shared Parental Leave.

You are entitled to a maximum of 26 weeks (if you have more than 12 weeks service) enhanced full basic pay through any combination of leave (adoption, paternity or shared parental leave) in respect of any one adoption.

This policy applies to all Landsec employees and does not form part of any employee's contract. We may amend it at any time.

Appendix

Details of benefits and allowances whilst on Adoption leave

1. Pension

Your membership of our pension scheme will continue during your adoption leave.

Employee contributions – you will continue to pay your employee contributions for the period you receive full pay. Your contributions will be based on your actual earnings.

From the month in which you are paid SAP SMP, we will pay your employee contributions, based on your “notional” salary (i.e., the base salary before you went on leave). You may not increase your employee contributions whilst we are covering the cost of your contributions.

Company contributions - will continue to be paid by us and will be based on your "notional" salary (i.e., the base salary before you went on leave) for the duration of your adoption leave, for a period of up to 52 weeks.

When you return from adoption leave, we will automatically revert your employee contributions back to what they were pre-adoption leave. If you do not return to work, you will be advised of your pension benefits options by HR.

Pension Cash Allowance – if you are in receipt of a pension cash allowance in lieu of a pension, this will continue to be paid on your notional salary.

2. Car Allowance

If you are in receipt of a car cash allowance, this will continue to be paid on the same basis.

3. Life Assurance

You will continue to be eligible for life cover throughout the whole of your adoption leave.

4. Group Income Protection

Your eligibility for Income Protection Insurance under any scheme operated by us shall continue during your adoption leave, in accordance with the relevant requirements and prevailing rules in place at the time.

5. Private Medical Insurance

If you are a member of our private medical insurance scheme, membership will continue during your adoption leave. You can change your level of cover to include your dependant, by emailing hr@landsec.freshservice.com. This must be done within 30 days of the adoption of your baby.

Landsec paid premium – where we pay the premium on your behalf, this will continue to be paid by us for the duration of your adoption leave. You will remain liable for the tax on this benefit.

Employee paid premium - if you are paying additional cover for your spouse and/or dependants, the amount will continue to be deducted from your pay for the period you receive full pay. From the month in which you are paid SAP, we will pay for the additional premium for the remainder of your adoption leave. You and your spouse and/or dependants will continue to be covered under the scheme. As we will pay the premium on your behalf, you will be liable for the tax on this benefit. When you return to work deductions for additional cover will be reinstated.

6. Childcare Vouchers

Deductions to cover the cost of the childcare vouchers, will continue to be paid by you whilst you are paid enhanced adoption pay. From the month in which you are paid SAP, or are on nil pay, we will cover the cost of the childcare vouchers to the provider on your behalf.

We will only cover up to the value of vouchers prior to going on adoption leave or the maximum tax-free amount, whichever is lower. You may not increase the value of childcare vouchers whilst on leave. When you return to work deductions from your salary will be reinstated automatically. Should you not return to work from adoption leave, the childcare vouchers will automatically cease.

7. Cycle to Work Scheme

Deductions to cover the cost of the loan under the cycle to work scheme, will continue to be paid by you while you are paid enhanced adoption pay. From the month in which you are paid SAP, your cycle to work deductions will be suspended.

You can choose either to extend the term of the loan by the number of months suspended or you can 'catch up' by paying greater deductions from your pay on your return from leave. Should you not return to work from adoption leave, any remaining balance for the bike loan will be taken from your final pay from us.

8. Give As You Earn (GAYE)

Deductions from salary will continue while you are on paid adoption leave, provided there are sufficient funds to do so. For the period of unpaid leave, deductions for GAYE may (it continues if there is enough net pay from tax refunds or if the employee receives a car allowance) be suspended, and they will automatically be re-instated upon return from adoption leave. You can continue to manage your deductions for GAYE via workday or email hr@landsec.freshservice.com.

9. Gym membership and season ticket loans

If you participate in either the gym membership scheme or in receipt of a season ticket loan, deductions from salary will continue while you are on paid adoption leave, provided there are sufficient funds to do so. While you are on unpaid adoption leave, or there are insufficient funds, deductions will be suspended for the duration of unpaid leave. Upon returning from adoption leave, deductions will re-commence and continue until the loan is re-paid.

Should you not return to work from adoption leave, any remaining balance will be taken from your final pay from us.

10. Health assessments

You will continue to be eligible for an annual health assessment while on adoption leave.

11. Sharesave

While you are on paid adoption leave, and there are available funds, your savings into the Sharesave plan will continue. While you are on unpaid adoption (or reduced pay where there are insufficient funds) you can elect to take a "payment holiday" from the plan for a period of up to 12 months. Please contact the payroll team if you wish to initiate a payment holiday, providing sufficient notice before you go on to reduced pay.

If you take a payment holiday, the maturity date for your plan will be extended, however you will still have to make the full quota of 36 or 60 payments before the plan can mature for you to exercise your options. Once you return from adoption leave, savings will re-start

and be extended for the period of missed payments. Should you not return from adoption leave your option to exercise will lapse.

Alternatively, you can arrange to pay Equiniti directly by standing order, so that your savings are up to date, and your plan can mature on the normal date. To do this please contact Equiniti on 0371 384 2040. Or, if you wish you can cease savings into the plan by contacting Equiniti on the above number or via your portal access and your savings to date will be returned to you. Please ensure that you also inform Payroll that you wish to cease your savings. Once you cease savings into the plan your option to exercise will lapse.

12. Keeping in Touch

Your line manager and HR may make reasonable contact with you from time to time during your adoption leave. This may include contacting you to discuss arrangements for your return to work.

You may work or be asked to work (including attending training) for up to 10 days during your adoption leave without bringing your adoption leave to an end (Keeping in Touch Day or “KIT day”). This is not compulsory and must be discussed and agreed with your line manager.

You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be in addition to your adoption pay entitlement.