



David Ross Education Trust  

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Broadening Horizons

## **Adoption Leave and Pay Policy**



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### 5.3. Ordinary Adoption Leave

- 5.3.1. All colleagues are entitled to Ordinary Adoption Leave regardless of length of service or hours worked.

### 5.4. Additional Adoption Leave

- 5.4.2. A colleague must have worked continuously for the Trust for at least 26 weeks leading into the week in which the colleague is told they have been matched with a child for adoption. If the child is being adopted from overseas the colleague must have worked for the Trust for at least 26 weeks – either the 26 weeks ending with the week in which they receive their official notification (see below) or 26 weeks from the start of their employment. The reason for the slightly different rules for adopting from abroad is that it can take up to 12 months from the date of receiving the official notification to the time that the child enters Great Britain. The 26 week qualifying period can be completed either before a colleague receives their official notification or at a later date before the leave and pay is due to begin.

### 5.5. Statutory Adoption Pay

- 5.5.1. To qualify for statutory adoption pay the colleague must have average weekly earnings at or above the Lower Earnings









## 11. Policy Review

- 11.1. This policy was approved by the Finance and Resources Committee in March 2022. This policy will be subject to review every three years unless changes in legislation dictate a review should be conducted earlier. The p