

Step by Step



Adoption Leave and Pay

URN: J-Pr-046

Version:	1.11
Effective Date:	07/09/2021
Version Date:	09/02/2024
Review Date:	12/12/2024

Host Force:	Dorset Police
Host Policy Unit:	Dorset Police Legitimacy Team
Step by Step Owner:	Alliance Head of Employee Relations – HR Operations
Step by Step Author:	Strategy and Policy Lead – Employee Relations

Policy Area: Family Leave

Associated Documents: [J-P-034 Family Leave Policy](#)

Applicable to:

Devon & Cornwall Police	<input checked="" type="checkbox"/>
Dorset Police	<input checked="" type="checkbox"/>
OPCC Devon & Cornwall	<input type="checkbox"/>
OPCC Dorset	<input checked="" type="checkbox"/>
Officers	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE [FORCE DOCUMENT LIBRARY](#).

Before reviewing the following procedural step by step guidance, individuals and line managers must ensure they have familiarised themselves with the relevant Adoption Leave policy setting out the forces provisions and eligibility criteria in full.

[J-P-054 Adoption Leave Policy – Police Officers](#)
[J-P-056 Adoption Leave Policy – Police Staff](#)

1.0 Introduction

It is the responsibility of the line manager to provide appropriate support for individuals going through the adoption process.

Further information is attached in the supporting links section below. Individuals must ensure they have read ‘Police Officer Adoption Leave – Additional Information’ or ‘Police Staff Adoption Leave – Additional Information’ prior to commencing adoption leave.

The line manager should respect the individual’s right to privacy and confidentiality, ensuring that they do not share information unnecessarily or without agreement. Risk assessments should be undertaken by the line manager where appropriate.

2.0 Eligibility

Those taking time off work to adopt a baby or child may be eligible for: statutory adoption leave, statutory adoption pay, occupational / contractual adoption leave, occupational / contractual adoption pay and paid time off to attend adoption appointments.

This guidance also applies to the intended parents of a surrogacy arrangement (including those who have applied or intend to apply for a Parental Order) as well as individuals approved for a ‘Fostering to Adopt’ arrangement. The partner of the primary adopter may be eligible to take Paternity (Maternity-Adoption Support) Leave or Shared Parental Leave with the primary adopter, subject to the eligibility criteria. Please see the relevant guidance for further information.

3.0 Entitlement

The provisions within this procedural guidance apply to police officers and police staff. The procedures within this step by step apply to agency workers in respect of adoption leave and statutory entitlements.

4.0 For Further Assistance

Please contact [HR Operations - Admin \(D&C\)](#) or [.HR Ops Dorset – Admin \(Dorset\)](#) if further support is required.

Managers may also need to refer to the [Paternity \(Maternity / Adoption Support\)](#) or [Shared Parental Leave](#) guidance, as appropriate.

5.0 Supporting Links and Guidance

[Annual Leave – Maternity, Adoption and Shared Parental Leave](#)
[Contact details for RMU \(D&C\)](#) / For Duties (Dorset), please refer to local email address

[Family Leave Glossary](#)

[Family Leave Policy](#)

[Family Leave Support Portal](#)

[Family Support Group \(D&C\)](#)

[Form SC6 \(for individuals who are adopting from overseas\)](#)

[Gov.uk Tax-free Childcare](#)

[‘Keeping in touch’ days request form](#)

[Notification of Intention to take Adoption Leave Form – Police Officers](#)

[Notification of Intention to take Adoption Leave Form – Police Staff](#)

[Police Officer Adoption Leave – Additional Information](#)

[Police Staff Adoption Leave - Additional information](#)

[Return to Work Discussion Form](#)

[Return to Work from Adoption Leave Form](#)

[Shared Parental Leave Step by Step](#)

[Support Networks \(Dorset\)](#)

www.acas.org.uk

www.adviceguide.org.uk

www.hmrc.gov.uk

HR Privacy Notice ([D&C](#)) / ([Dorset](#)).

6.0 Flowchart

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| 1. Individual obtains Matching Certificate / Parental Order or Local Authority notification (Fostering to Adopt) | The individual should obtain the Matching Certificate / Parental Order / Local Authority notification (where a child is placed under a Fostering to Adopt arrangement) from an official UK adoption agency or relevant authority, confirming eligibility to Statutory Adoption Pay (SAP). Where the adoption takes place overseas, the individual will need to provide proof of eligibility to adopt and the right notice of adoption leave.. Further information is available within the relevant 'Adoption Leave – Additional Information' document, within the 'Supporting Links and Guidance' section. |
| 2. Individual Informs line manager and HR Operations of adoption | <p>The 'Notification of Intention to take Adoption Leave form' should be emailed to the line manager and HR Operations - Admin within seven days of the issue of the Matching Certificate/Parental Order/Local Authority notification, or as soon as reasonably practicable.</p> <p>HR Operations – Admin will acknowledge receipt of this email to the individual, notify Payroll and will update the date of commencement of Adoption leave onto the HR System.</p> <p>Please note: in exceptional circumstances, where it is not reasonably practicable for the individual to give seven days' notice, the notice should be given as soon as possible. The individual must give at least 28 days' notice of the date on which adoption leave is to commence, to qualify for SAP. This may vary where the period from matching to placing the child is less than 28 days.</p> <p>Please contact HR Operations - Admin (D&C) or .HR Ops Dorset – Admin (Dorset) for advice regarding the adoption leave process.</p> |
| 3. Payroll update adoption details and calculate pay | The Payroll team will, calculate SAP Occupational Adoption Pay (OAP), as appropriate, and will write to the individual notifying them of the pay related arrangements for the duration of the adoption leave period. |
| 4. Line manager finalises details for individual's adoption leave | The line manager must ensure they have agreed a method of keeping in touch with the individual and the frequency of that contact. Both parties are responsible for ensuring that this happens. The line manager must ensure that any subsequent new line manager is aware of this agreement. |

4. Cont'd

It is recommended the individual liaises with the Family Support Group (D&C) / Support Networks (Dorset) to support this step. Support is also available through the Employee Assistance Programme (EAP) and Occupational Health (OH), where applicable.

It is the line manager's responsibility to either update GRS or inform the relevant Resource Management Unit / (D&C) / Duties (Dorset) team of the commencement of adoption leave.

The line manager will raise an incident via MyIT, providing the individual's details and the date of commencement of the individual's adoption leave, to suspend computer access.

The line manager must ensure the individual is notified of any significant workplace changes or any promotion / training opportunities relating to their role.

Line managers should signpost individuals to the 'Family Leave Support Portal', available on the Force external website, which enables individuals on adoption leave to access the family leave provisions, useful contacts and resources.

5. Line manager provides support and maintains contact with the individual

The line manager should provide appropriate support and keep in contact with the individual during the adoption leave. The individual may choose to take up to 10 'Keeping in Touch' (KIT) days during their adoption leave without bringing their adoption leave to an end. Both parties are responsible for ensuring that contact is maintained.

There is no obligation to work these days and it will not affect eligibility for statutory or occupational adoption pay (SAP/OAP). Any days worked will be paid at the normal hourly rate. Further information is available within the relevant 'Adoption Leave – Additional Information' document, within the 'Supporting Links and Guidance' section.

KIT days should be arranged, in advance, with the line manager; the individual should complete and submit a 'Keeping in Touch Days Request Form', available within the 'Supporting Links and Guidance' section.

The line manager must ensure that a completed 'Keeping in Touch' Days Form is submitted to Payroll, every time a KIT Day is worked, to ensure the individual receives pay, where applicable, in accordance with the hours worked.

5. Cont'd

Prior to the individual attending their first KIT day, the line manager will raise an incident via MyIT, providing the individual's details and the date of the KIT day, at least three working days in advance, to ensure systems access is granted.

6. Line manager and individual discuss return to work

The individual should make early contact with their line manager to discuss and agree their return to work. Individuals may request temporary family friendly hours, for a period of up to three months when returning to work, to be discussed and agreed with the line manager prior to their return. This is an informal local arrangement to accommodate family needs with a return to the workplace.

Where individuals wish to alter their working hours / pattern, the individual must submit a flexible working request. Individuals must ensure they allow at least three months prior to the end of adoption leave for commencement and completion of the flexible working process. Line managers must ensure that completed, approved flexible working requests are submitted to HR Operations – Admin at least 28 days prior to the end of adoption leave.

The line manager should provide a copy of the 'Return to Work from Adoption Leave' form (available within the 'Supporting Links and Guidance' section) to the individual to complete and return, emailing this to HR Operations – Admin, in advance of the individual's return to work.

The line manager must either update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the individual's return from adoption leave. Line managers of operational officers and staff returning from adoption leave should contact RMU (D&C) / Duties (Dorset) to ensure the returner is placed 'non-threshold' for their first week back at work.

The line manager will raise an incident via MyIT, providing the individual's details and the date of return to work, to reinstate computer access.

Please note: Individuals continue to accrue annual leave during their adoption leave. Where adoption leave bridges two annual leave years, any remaining leave entitlement (including Public / Bank Holiday) will be carried forward and must be taken by the end of the following leave year, e.g., within 12 months.

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| 6. Cont'd | Further information is available within the 'Annual Leave – Maternity, Adoption and Shared Parental Leave' procedural guidance. |
| 7. Line manager holds return to work discussion with individual | The line manager will welcome the individual back to the workplace, undertaking a return-to-work discussion, (using the 'Return to Work Discussion' form available within the 'Supporting Links and Guidance' section), tailored towards the individual's needs, and ensuring all relevant practical arrangements are in place to support the individual.

Where appropriate, the line manager should ensure a 'Training Needs Analysis' is undertaken, ensuring arrangements are put in place to address any training requirements, including mentoring or familiarisation. |

Managers should contact [HR Operations - Admin \(D&C\)](#) or [.HR Ops Dorset – Admin \(Dorset\)](#) if the situation they are managing does not appear to be straightforward.

7.0 Monitoring and Review

Review and amendments will be coordinated by the Policy Unit.

The Alliance Head of Employee Relations is responsible for overseeing this document to ensure a consistent Force approach is maintained. Monitoring will be primarily carried out subject to force processes of continuing review and in line with force governance requirements.

This document will be reviewed annually subject to legislation / process changes.

Please note: Where legislation / guidance changes have occurred / scheduled to occur or operational needs demand it, ahead of the revised review date, Alliance People policies and associated procedures / step by steps will be applied in line with prevailing legislation / guidance.

We welcome any comments or suggestions you wish to share about the content or implementation of this procedure. If you would like to make contact to discuss further, please email: .Policies@dorset.PNN.police.uk

8.0 Version History

Version: 1.0
Date: 07/09/2021
Reason for Amendments: Initial document
Amended by: Employee Relations
Approved by: Board
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.1
Date: 14/10/2021
Reason for Amendments: HR Privacy Notice links updated
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.2
Date: 01/02/2022
Reason for Amendments: Repair broken link
Amended by: Legitimacy Team
Approved by: Legitimacy Manager
Date Approved: 01/02/2022
Quality Assured: Legitimacy Team

Version: 1.3
Date: 07/03/2022
Reason for Amendments: Family Glossary link inserted. Logo updated. Other links repaired.
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.4
Date: 21/03/2022
Reason for Amendments: Reference to Payroll amended to HR Operations – Admin (Step 2)
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.5
Date: 18/07/2022
Reason for Amendments: Update to method of contact for ICT (4,5 & 6)
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.6
Date: 25/08/2022
Reason for Amendments: Step 6 – Annual Leave – Amended to provide some clarity on the existing provisions
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.7
Date: 05/12/2022
Reason for Amendments: Minor enhancements, e.g., the inclusion of a reminder for line managers to respect privacy/confidentiality following NPCC Family Leave Guidance. Review date – 2 Years
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.8
Date: 05/01/2023
Reason for Amendments: Minor amendments made to the wording on step 6 (page 4).
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.9
Date: 17/02/2023
Reason for Amendments: HR Privacy Notice – Link Repair
Amended by: Employee Relations
Approved by: ER
Date Approved: n/a
Quality Assured: Legitimacy Team

Version: 1.10
Date: 12/12/2023
Reason for Amendments: Fit for purpose review completed, amendments include - Signpost to the Family Leave Support Portal, removal of reference to Childcare Vouchers (no longer applicable), reference where applicable to the Annual Leave – Maternity, Adoption and SPL guidance and include links, Removal of reference to ‘offsetting’ for the payment of KIT days for officers, as this is not compliant with Regulations, removal of reference to taking Adoption Leave in blocks for officers, as there is no mention of this provision in Regulations or any other legislation (unlike Maternity). Updated to latest template.
Amended by: Employee Relations / Legitimacy Team
Approved by: HoD
Date Approved: 04/12/2023
Quality Assured: Legitimacy Team

Version: 1.11
Date: 09/02/2024
Reason for Amendments: Changes in legislation in respect of annual leave carry forward provisions in the case of long-term sickness and family leave, minor amendments have been made for clarification purposes. Supporting links and guidance section links updated.
Amended by: Employee Relations
Approved by: Strategy & Policy Lead - ER
Date Approved: 09/02/2024
Quality Assured: Legitimacy Team

8.0 Governance

Present Portfolio Holder: Alliance Head of People (HR Operations)
Present Document Owner: Alliance Head of Employee Relations
Present Owning Department: Alliance People Portfolio

[Below details required for new documents, major amendments \(Dorset only\) or novel/contentious amendments \(Devon & Cornwall only\)](#)

Name of Board: Strategic People Board
Chief Officer Approving: Assistant Chief Officer Devon and Cornwall
Date Approved: n/a

Business Board member approving (Devon & Cornwall only when not contentious or novel): n/a
Date approved: n/a

End of Document