

## **Adoption leave procedure**

### **Procedure**

#### **SCOPE:**

This document is BT's procedure on adoptive leave. BT's adoptive leave and pay entitlements apply to all employees of BT plc, and includes BT Fleet employees.

Adoption leave and pay will also be available to an eligible employee who adopts a child from overseas if the child enters Great Britain on or after 6 April 2003. Where a couple are adopting jointly they should choose who wishes to take adoption leave and pay: the other member of the couple may be entitled to paternity leave and pay. The partner of someone who is an adopter may also be entitled to paternity leave and pay.

Adoption entitlements would also normally apply to employees undertaking a surrogate "adoption".

#### **ROLES AND RESPONSIBILITIES:**

Line managers are responsible for considering requests for adoption leave, authorising leave and ensuring it is recorded in accordance with procedures laid out in this document. Please note the right to adoptive leave is a statutory entitlement.

#### **PROCESS**

For a mother/primary carer adopting a baby or child up to 18 years old, up to 52 weeks adoption leave can be taken following the adoption, 18 weeks basic pay and regular allowances (excluding overtime), followed by 8 weeks at 1/2 pay or lower rate Statutory Adoption Pay of £106 per week whichever is the greater, followed by 26 weeks at £100 per week.

Where 90% of average total earnings during the qualifying period is greater than basic pay this will be paid for the first 6 weeks. (The qualifying period is approx 2 months before notification date. Notification date is 15 weeks before EWC).

Line managers should also take into account the following factors, and ensure where appropriate that supportive arrangements are put in place when adoption leave is requested: -

- the time required to attend interviews for acceptance for adoption
- the age or special needs of the child being adopted
- any rules stipulated by the adoption society on the amount of time to be spent with the child on a full time basis
- the time required to attend court hearings

An adoptive father or partner of the primary carer is eligible for and can request paternity leave.

Employees who intend to apply for Adoption Leave should notify their line manager of their intention to do so at the earliest opportunity (even though they may not be able to specify when they will wish to actually take the leave), but no later than 7 days before the intended start date. Line managers should also bear in mind that prospective adoptive parents often receive very little notice that a child is available for adoption.

Employees planning to adopt a child can download the BT Adoption Guide from the left side of this page.

#### **Recording of Leave**

You should apply for leave via your line manager who will then create a case in the BT People System. (go to Ask HR to find the relevant details of how to create a case)

In addition, it is the line manager's responsibility to ensure all periods of leave are recorded locally.

**FAQs:**

**Does this policy apply to same sex relationships?**

Yes, in line with BT's equal opportunities policy this does apply to same sex relationships. One partner will be entitled to the primary carer's adoption benefits and one partner will be entitled to the paternity benefits.

**LINKS / CONTACTS:**

All enquiries regarding this document should initially be referred to your line manager.

Peopleline can also be contacted on 0800 731 4747 where an employee does not have on-line access. (Please remember that a charge will be made to your OUC for each call)