



1 Introduction

1.1

If you are an employee of the Central Academic Bodies and central activities of the University of London (the "central University") or University staff deployed to Health Education England,

2.3 central University Adoption Leave

2.3.1

If you comply with the requirements specified under 2.1 and 2.2 and have continuous service with the central University of one year or more at the start of the week you are matched with a child(ren) under four years of age you will be entitled to SAL. However if you comply with the requirements specified under 2.1 and 2.2 and provide a written statement of intent to return to work with the central University after your Adoption Leave, you will become entitled to the central University's occupational scheme (central University Adoption Leave or UAL).

2.3.2

If you comply with the requirements specified under 2.1 and 2.2 and have continuous service with the central University of one year or more at the start of the week you are matched with a child(ren) over four years of age you will only be entitled to SAL.

2.4 Joint and Individual Adoptions

2.4.1

Where you are part of a couple who are adopting jointly, you can choose who will take adoption leave and who (regardless of gender) will take paternity leave. You cannot both take adoption leave or paternity leave.

2.4.2

If you are adopting individually, you are only eligible for adoption leave - although your partner (regardless of gender) may be eligible for paternity leave.

2.4.3

For further information on paternity leave and pay please see - Paternity Leave and Pay

2.5 Foster Parents that Adopt a child

2.5.1

A foster parent may be able to take adoption leave if they go on to adopt a child, but only if:

- the child that the employee fostered is then matched with them for adoption by a UK adoption agency. Adoption via a court order does not count.

- the child is then actually placed with them for adoption.

arrange a private adoption;
become a special guardian;

adopt a stepchild;
have a child through surrogacy.

3.1 SAP Rates

3.1.1

The rate is SAP flat rate (for the current SAP rate please visit the ['Statutory Rates'](#) page) or 90% of average pay (whichever is the lower) for 39 weeks. If you qualify for SAP, it will be paid through the Payroll, monthly and on the same date and in the same manner as applies to your salary payments.

3.2 HMRC Payroll Deductions on SAP

3.2.1

SAP is treated as earnings and is therefore subject to PAYE and national insurance deductions.

3.3

Employees adopting a child from overseas must give their line manager/Human Resources written notice in three stages that you intend to take adoption leave.

FIRST NOTIFICATION STAGE

5.2.2

You must inform the central University of the date:

7.2.2

During paid adoption leave, this includes adoption leave on half-pay and SAP only periods, membership of the pension scheme remains continuous with no detriment and employee contributions will be based on actual pay, while employer contributions will be based on the salary that you would have been paid were you not on adoption leave.

7.2.3

During any period of unpaid adoption leave, membership of the pension scheme is put on suspense. Life cover may also be suspended during unpaid adoption leave depending upon the rules of the scheme.

7.2.4

On your return to work, you have the opportunity to pay extra contributions for any pensionable service missed.

7.3 Salary Sacrifice

7.3.1

If a salary sacrifice arrangement is in place, your SAP will be calculated based on your Post-sacrifice Salary in line with statutory requirements; however the central University pays an enhanced occupational adoption pay which tops up the statutory payments so that the amount of pay you receive will not be affected by Salary Sacrifice for USS Pension or University Pension (SSUP).

7.3.2

Unless you apply to opt out of SSUP under a lifestyle event you will continue to sacrifice an amount of your adoption pay during any period you are in receipt of occupational adoption pay. This is on the basis that this does not reduce your Post-sacrifice Salary to below SAP. Adoption pay will continue to be based on your total Pre-sacrifice Salary.

7.4 Annual Leave

7.4.1

Annual leave entitlement shall accrue in the usual way during adoption leave. However you may not take accrued annual leave during your Adoption Leave.

7.4.2

Your annual leave entitlement must therefore be applied prior to or following your return from Adoption Leave. Please note that the normal provisions with regard to the carrying of leave between leave years shall apply and there is no automatic entitlement to carry leave forward to the next leave year.

7.4.3

The following special arrangements apply for the booking and use of leave for employees on adoption leave.

Applications for leave do not require the approval or acceptance of a line manager where you opt to terminate your adoption leave earlier than the maximum entitlement and take such accrued annual

