Adoption Details Flowcharts Version 1.1

leave you will be required to

pay back any adoption pay

Statutory entitlement

excess

of

received in

Last amended: November 2024



adoption leave period ends

you must inform your line

manager and HR at least

eight weeks before you

intend to return.

## Adoption Details if you have more than 12 months' service at EWC on terms & conditions in excess of statutory requirements.

We, within 28 days of receiving the notification regarding adoption leave will write confirming adoption entitlements We receive notification of matching and application for adoption leave as soon as possible prior to placement, but at least 28 days before commencement of adoption leave. Adoption Pay Entitlement Adoption Leave Entitlements Return to Work Rules (RTW) You are entitled to 52 weeks' leave Under the Enhanced made up of 26 weeks' OAL and 26 You can return to work any University Adoption Pay weeks' AAL time within their adoption Scheme you are entitled to: leave period. 26 weeks full pay You should notify HR of (inclusive of any SAP) placement date. You can start adoption leave up to 13 weeks SAP 14 days before date of placement or 13 weeks unpaid leave You must confirm and agree on the date of placement (whether your return to work date this is earlier or later than In the event you do not with your line manager. If return to work for three expected). For overseas adoption you wish to return to work cannot begin before child enters months following adoption before your expected Great Britain and latest it can begin

> period of adoption leave (OAL and AAL).

> Non-cash benefits that are in existence prior to the adoption leave (such as those provided through a salary sacrifice scheme childcare vouchers, gym membership and staff cycle schemes.) can continued be throughout both OAL and AAL.

> Your annual leave accrues at pro rata contractual rate for entire

> is 28 days after child enters Great

Britain.

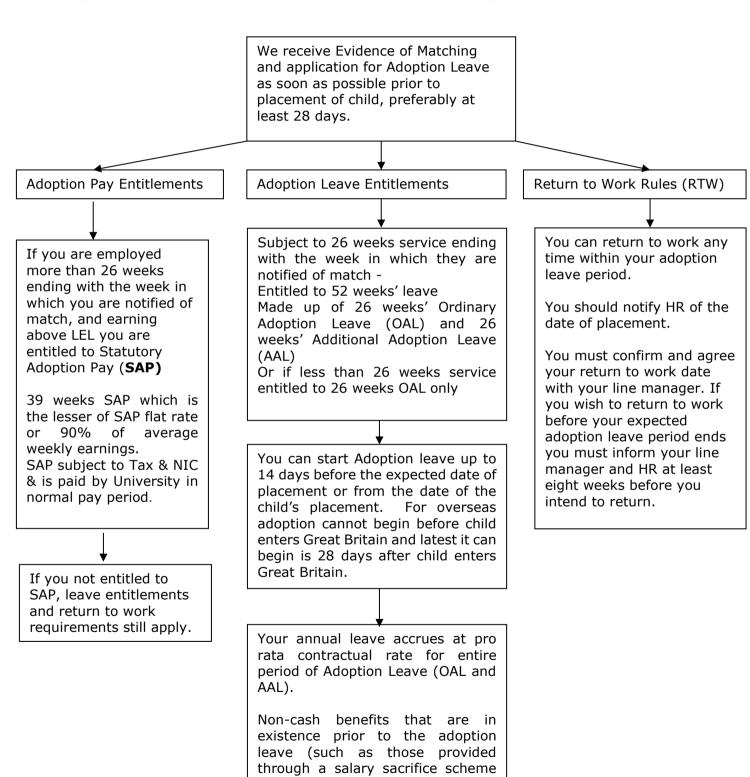
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## Adoption Details if you have less than 12 months' service prior to EWC



throughout both OAL and AAL

childcare vouchers,

and staff

gym

cycle

continued

for

membership

schemes.) can be