

Caring and Family Leave

Adoptive Leave

You are entitled to unpaid adoptive leave if you are; an adoptive parent of a child newly placed for adoption and have at least 26 weeks' continuous service with us (eligibility) by the week in which you are notified of being matched with a child for adoption. Or you are adopting a child from overseas. You must note that where you are part of a couple adopting a child, only one of the partners in the couple is eligible for adoptive leave.

Ordinary Adoptive Leave (OAL)

If you are eligible, you are entitled to 26 weeks Ordinary Adoptive Leave. During OAL contractual benefits will be unaffected except for salary.

Additional Adoptive Leave (AAL)

Up to 26 weeks AAL can be taken which will begin at the end of OAL. The contract of employment continues during AAL. It should be noted that terms of the employment contract relating to length of service will continue during AAL. Continuance of any other terms and conditions of the contract such as accrual of leave will not continue during AAL.

Adoptive Leave Pay (Isle of Man)

You must note that there is no statutory entitlement to receive remuneration from us during OAL or AAL and as such OAL and AAL will be unpaid. However, an Adoption Allowance, at the same rate as Maternity Allowance is available from the DHSC.

Adoptive Leave Pay (UK)

In the UK, Statutory Adoption Pay (SAP) is a benefit that provides financial support to eligible adoptive parents for up to 39 weeks of adoption leave.

Statutory Adoptive Leave Pay (SAP) is similar to Statutory Maternity Pay (SMP) and is paid at a rate of 90% of the parent's average weekly earnings for the first six weeks, and then at a lower rate of £187.18 (or 90% of average earnings, whichever is lower) for the remaining 33 weeks.

In order to be eligible, you must have been continuously employed by us for at least 26 weeks by the end of the 15th week before the child is placed with you.

First 6 Weeks, you receive 90% of your average weekly earnings. Then for the next 33 weeks, you receive a flat rate of £187.18, or 90% of your average earnings if that's lower.

SAP is paid in the same way as your regular wages (e.g., monthly or weekly).

Notice for the Start of Adoptive Leave

You are required to notify us in writing of the day on which you expect your adoptive leave to start within 7 days of being notified that you have been matched with a child for adoption. Should this not be practicable, you are requested to advise us as soon as is reasonably practicable. You must provide us with a 'matching certificate' which will be provided by your adoption agency, as evidence of your eligibility for adoptive leave.



If you are an adoptive parent and have eligibility for OAL you can choose to start OAL from the date of placement of the child (whether this is earlier or later than expected) or from a date up to 2 weeks before the expected date of placement.

Returning to Work

Upon completion of OAL, you are able to return to the same job on the same terms and conditions as if you had not been absent. Upon completion of AAL, you are able to return to the same job you had before OAL began. If this is not reasonably practicable, you will be offered a similar job, which provides terms and conditions no less favourable than the original job.

The above rights apply providing you have not requested to alter your terms and conditions (e.g. requested to work part-time, reduce your hours etc.).

Time Off for Adoption Appointments

If you are adopting a child, you are entitled to take time off to attend adoption appointments. The appointment must have been arranged by, or at the request of, a relevant authority (e.g. Manx Care). The time off must be taken before the date of the child's placement for adoption with you.

If you are adopting a child alone is entitled to take paid time off to attend up to five adoption appointments, which can be up to 6.5 hours on each occasion. If you are part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments. The other can elect to take unpaid time off to attend up to two adoption appointments for up to 6.5 hours on each occasion.

Should you wish to take time off to attend adoption appointments, please give reasonable notice to the HR team, and provide supporting information from the relevant authority.