

Adoption, Paternity and Parental Leave

The Adoption, Paternity and Parental Leave subject matter pack will help your company through the complexities of dealing with requests for leave and help you meet your responsibilities for the minimum statutory requirements regarding adoption, paternity and parental Leave.

Updates

The Adoption, Paternity and Parental Leave subject matter pack is available as a one-off purchase, as part of a series in our range of subject matter packs and can be supported by an annual *Compliance Support Agreement* giving regular updates to ensure that it stays up to the minute with changing legislation.

Company Image

It may be important to you that the Adoption, Paternity and Parental Leave subject matter pack is tailored to your specific needs and supports your company brand. Cooper Parry HR Consulting can work with you to meet these requirements.

Contents

The Adoption, Paternity and Parental Leave subject matter pack currently has 12 sections with 34 sub-sections and covers the following areas:

Section	Title	Content Includes:
Adoption Leave		
Section 1	Background	Legislation and Best Practice
Section 2	Procedure to follow	Entitlement to Adoption Leave, Timing of Adoption Leave, Length of Adoption Leave, Statutory Adoption Pay, Notice of Intention to take Adoption Leave, Matching Certificate, Contractual Benefits, Keeping in Touch Days, Return to Work After Adoption Leave & Statutory Rights during and after Adoption Leave
Section 3	Key Points	Points for consideration before and during the process
Section 4	Supporting Documentation	17 standard letters
Paternity Leave		
Section 1	Background	Legislation and Best Practice
Section 2	Procedure to Follow	Entitlement (general), Entitlement to Paternity Leave (birth), Notice of Intention to take Paternity Leave (birth), Entitlement to Paternity Leave (adoption within the UK), Notice of Intention to take Paternity Leave (adoption within the UK), Entitlement to Paternity Leave (adoption from overseas), Notice of Intention to take Paternity Leave (adoption from overseas), Timing of Paternity Leave, Self-certificate, Statutory Paternity Pay, Rights During Paternity Leave, Return to Work after Paternity Leave
Section 3	Key Points	Points for consideration before and during the process.
Section 4	Supporting Documentation	10 standard letters

Parental Leave		
Section 1	Background	Legislation and Best Practice
Section 2	Procedure to follow	Entitlement to Parental Leave, Disenfranchised Parents, Evidence of Parenthood, The Fallback Parental Leave Scheme, Records, Refusal to Grant Parental Leave, Employees Rights and Obligations during Parental Leave and Return to Work After Parental Leave
Section 3	Key Points	Points for consideration before and during the process
Section 4	Supporting Documentation	3 standard letters

EXTRACT FROM THE ADOPTION, PATERNITY & PARENTAL LEAVE SUBJECT MATTER PACK

Definition of Adopter

For the purposes of this pack of information, an adopter is an employee who adopts a child or children, or who has given notice of their intention to apply for an adoption order, whether the child or children are within the UK or from another country. The placement with the adopter may be through a UK or non-UK adoption agency.

Entitlement to adoption leave

Statutory adoption leave is restricted to individuals who are informed that they have been matched with a child for adoption. Should the child's placement cease during the adoption leave, the employee can remain on adoption leave for up to eight weeks after the end of the placement.

To qualify for adoption leave, an employee must:

- ▶ be matched with a child for adoption by an approved adoption agency, or be one of a couple who have been jointly matched with a child for adoption;
 - ▶ have been continuously employed by their employer for 26 or more weeks by the end of the week in which they are notified of being matched with a child for adoption;
- and
- ▶ have notified the agency that they agree that the child should be placed with them for adoption and on the date of placement.

In circumstances where the individual is part of a couple adopting a child and both individuals qualify for adoption leave, only one member of the couple can exercise their right to the adoption leave. The remaining individual may be entitled to a period of paid paternity leave.

The information provided in this taster pack is correct as at July 2008. Please note that the information in the taster pack is a limited example of the content of the full subject matter pack and is not a comprehensive commentary on the relevant area. It must not therefore be relied upon when addressing issues relating to adoption, paternity and parental leave. Cooper Parry LLP accepts no liability whatsoever for any reliance placed upon this taster pack.