

This is an overview of the policy. It is important that you read the full policy/guidance and toolkit for further information.

Adoption

Overview

Applies to all employees who are newly matched with a child by an approved adoption agency.

What's it all about?

Adoption leave and pay is available when a child is newly placed for adoption to:

- Individuals who adopt;
- One member of a couple where a couple adopt jointly.
- Also applies to adopting a baby through a surrogacy arrangement.

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to [paternity](#) or [maternity support](#) leave and pay.

An employee who is adopting a child and complies with notification requirements is entitled to 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave. The full adoption leave period is 52 weeks in total.

Please note:

- There are some differences in entitlement depending on the conditions of service that apply.
- Adoption leave and pay is not available where a child is not newly matched for adoption. For example, when a step parent is adopting a partner's child.

Key points covered in this policy and procedure:

- The statutory definitions of adoption
- The adoption leave procedure
- Return to work arrangements

Supporting documents include:

Overview of procedure	For quick reference
Policy and Procedure	The procedure for managing these issues
Guidance	Further information to support the policy / procedure
Toolkit	Adoption Matching Certificate Model letters



- [Maternity Support](#)
- [Paternity Leave](#)
- [Flexible Working](#)
- [Leave Procedure](#)



For further information (non-schools) please ring 01609 798319
For further information specific to schools please ring 01609 798311



No training available at present.

If you would like this information in another language or format such as Braille, large print, easy read or audio, please ask us.



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