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Line Managers Adoption Leave Guide

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## Information sent to Staff member

When you have received the joyous news that your staff member is adopting a baby/ child, there are a few things that you need to do and be aware of.

Enclosed with this guide is a copy of the Adoption Pack which has been sent to your staff member by HR/ Admin. Attached are also a list of enclosures that they have also received so that you can read them.

The enclosures attached to this document are:

* Adoption Policy
* Shared Parental Leave Policy
* Paternity Leave Policy
* Parental leave
* Flexible working

## Adoption appointments

If your staff member is the primary adopter then they are entitled to attend 5 adoption appointments fully paid. If they are the secondary adopter then they can attend 2 appointments but these will be unpaid. Your staff member should confirm with you the dates that they have been given, and if requested, should provide you evidence such as an appointment card or letter.

## Annual leave accrual

During your staff member’s adoption leave, they will continue to accrue annual leave as normal. This includes the normal annual leave, bank holiday leave and any diocesan day accrual. If your staff member’s adoption leave starts mid-way through the year, it is prudent for them to ensure that they take all of their annual leave before their adoption leave starts. Likewise, if they return mid-way through the next year, it would be prudent for you to discuss with them about taking any accrued annual leave for that current year, once their adoption leave has finished (Effectively extending their leave a bit). Then the remainder of their annual leave entitlement can be used during the rest of the year.

## Planning workload for your staff member’s adoption leave

As soon as possible after finding out that your staff member is adopting, you will need to look at how you cover their role during their adoption leave. They need to tell you and HR the date which they wish to start their adoption leave, within 7 days of receiving their matching certificate. Once your staff member has decided on a date for their adoption leave, they must write to HR to confirm this. HR will then send them a letter detailing their start and end dates for adoption leave and will cc you in this letter. For reference, they are entitled by law to 52 weeks of leave. They do not have to take this whole period, however, if they decide to return earlier than this, they need to give 8 weeks written notice.

As soon as you know when your staff member will be starting adoption leave, you should put together a recruitment plan, which provides for approximately a one month overlap between the temporary cover starting, and your staff member going on leave.

You should then work with HR about how you will advertise this role. There is a form that you will be sent which details all the steps in the recruitment process.

## Updates while on adoption leave

You should discuss with your staff member, how they wish to receive any updates of what is happening within the organisation during their adoption leave. This doesn’t have to be frequent and is entirely up to the staff member whether they want to be contacted at all.

## Collections and Cards

In our office, we do have a culture of wishing people well when they go on adoption/maternity leave or leave the organisation. As the line manager, it will be up to you to organise any collections and a collective card for everyone to write their well wishes.

## Planning their return to work

You will see from the adoption pack, that your staff member can work up to 10 keeping in touch “KIT” days whilst on adoption leave. It is not essential that you offer them any work, and they do not have to accept any work. However, you may wish to ask them to do a KIT Day to do any training that is being run, or to plan their return to work.

At their return-to-work meeting, aside from discussing work related tasks, you will need to also discuss how they will use their accrued annual leave on their return as per the annual leave section.

## Once they have returned to the office

You will need to ensure that they settle back into the role well and keep a check on their wellbeing. Often returning to work after a long period of absence can be difficult, especially if the baby/child is in childcare for the first time.

You should be aware that childcare issues can crop up at any time, and we have provision for this in the staff handbook. If it is likely to be a half day or one day absence until the staff member can find alternative childcare arrangements, then they have the option to take this day as unpaid, annual leave or TOIL. It is for you to agree this with them.

For longer term childcare issues, they have the option of parental leave and/or carers leave (if the child is disabled). Please refer to our policies on this, but let HR know what you have agreed with the staff member, so that we can process this through payroll.

You may also wish to set some objectives for your staff member to achieve as an interim measure until the next appraisal/ 6-month review is due. This will help to keep them focused on what they need to do on their return and act as a mini-induction period for them.

## Wellbeing

Because of how common postpartum depression is and the fact that adoptive parents can also suffer with this, you should keep an eye on their wellbeing, and if you notice that they are struggling, you should speak to them about this. You should ideally refer them to their GP for support, however we also have mental health supporters on site who may be able to assist, and the Health Assured EAP that can be utilised. Staff also have access to the Diocesan Counsellor if they feel that they need more structured Christian counselling.

## Support for you as a line manager

If you need any further support when managing your staff member’s adoption leave or return to work, or when conducting the recruitment campaign for temporary staff, please speak to HR.

## Checklist for line manager to complete

|  |  |
| --- | --- |
| Action | Outcome |
| When did the staff member notify you that they are adopting? |  |
| Have you been given a copy of the matching certificate? Please send it to HR |  |
| Has the staff member indicated when they would like to start their adoption leave? If so, please let the staff member know that they need to write to HR with the date. |  |
| Have you commenced recruitment for someone to fill the staff member’s role temporarily? |  |
| Have you discussed how you will keep in touch with your staff member when they are on adoption leave? |  |
| Have you discussed KIT days which you may want the staff member to do? Please remember to let HR know when KIT days have been worked so we can notify payroll to make payment |  |
| Have you bought a card and started a collection to wish the staff member well during adoption leave |  |
| Date completed handover of duties prior to adoption leave |  |
| Have you set a date to meet with staff member before their return from adoption leave to catch up and discuss work objectives? |  |
| Has the staff member submitted a flexible working application? If so, then please discuss this with HR |  |