

ADOPTION LEAVE AND PAY

If an employee is adopting a child under the age of 18 years they can apply for paid adoption leave provided they have worked continuously for the Council for 26 weeks before the beginning of the week when they are matched with a child and they produce a Matching Certificate from a recognised adoption agency to confirm the adoption.

On the basis that the above conditions are met, an adoptive parent of either sex is entitled to:-

8 weeks full pay, followed consecutively by:
20 weeks half pay plus statutory adoption pay
followed by 11 weeks statutory adoption pay
followed by 13 weeks unpaid leave

These provisions do not apply to adoption by existing foster carers or step-families. However special paid leave will be granted to allow for Court appearances etc.

(see Special leave provisions)

Conditions for getting paid adoption leave

Leave can commence no earlier than two weeks before arrival of child in the home.

Documentary evidence must be provided in anticipation of adoption and the proposed and actual dates of arrival. Paid leave in advance of 2 weeks will be allowed in the event of Court appearances etc. being required.

Adopting a baby or a child with a disability

If a baby or child is being adopted who has a mental or physical disability the leave provisions outlined above can be extended following agreement with the Chief Officer.

Child related leave - Local Government Pension Scheme members

For new parents, who have a period of relevant child related leave from April 2014 the amount of pension he or she will build up will not be affected.

Relevant child related leave covers all periods of ordinary Maternity leave, ordinary Adoption leave and ordinary Paternity leave and any paid Additional Maternity leave, Additional Adoption Leave and Additional Paternity Leave.

This means that if a new parent has a period of reduced contractual pay or no pay during relevant child related leave the pension is still worked out using an average of his or her usual pensionable pay (before the reduction took place).

He or she will only pay contributions on any pay that he or she receives

If a new parent decides to take a period of unpaid additional Maternity, Adoption (usually from week 39 to week 52) or Paternity Leave he or she will not build up pension benefits.

A new parent can elect to cover the period of pension “lost” by taking out a shared cost Additional Pension Contribution (SCAPC) contract. He or she can choose to buy the lost pension by spreading payment over a number of complete years (unless he or she is within 1 year of his or her Normal Pension Age under the scheme) or by means of a one off lump sum.

Where a SCAPC contract is taken out to cover the pension “lost” during a period of unpaid additional maternity leave, the cost is shared 1/3rd to the employee and 2/3rd to the Council provided that the scheme member makes an election to buy the “lost” pension within 30 days of returning to work.

Where Additional Pension Contributions are to be paid by a lump sum contribution the arrangements may be funded in whole or in part by the member’s scheme employer. The Local Government Pension Scheme gives the employer the discretion to fund in whole or in part the scheme member’s lump sum contribution. The council will only in exceptional circumstances fund in whole or in part pension contributions to cover a period of absence with employer permission

The link below will take the scheme member to the additional pensions contributions calculator

[Additional Pensions Contributions Calculator](#)

Scheme members will need to ask the payroll team for written confirmation of their lost pensionable pay

Scheme members should complete the form which they can access [here](#)

Please return it to the Bi-Borough Pensions Team, Royal Borough of Kensington and Chelsea and the London Borough of Hammersmith and Fulham, Third Floor, Town Hall, Hornton Street, London, W8 7NX.

APPENDIX 2

