NSS Adoption and Fostering Policy

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<thead>
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</thead>
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<table>
<thead>
<tr>
<th>Name:</th>
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<th>Date of Issue:</th>
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<tbody>
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**Linked Documentation:**

*(Documents that you have linked or referenced to in the text of this document)*

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document File Path:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Contents</td>
<td>Page Number</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1. Introduction</td>
<td>4</td>
</tr>
<tr>
<td>2. General Principles</td>
<td>4</td>
</tr>
<tr>
<td>3. Terms and Conditions</td>
<td>5 – 10</td>
</tr>
<tr>
<td>3.1 Eligibility</td>
<td></td>
</tr>
<tr>
<td>3.2 Continuous Service</td>
<td></td>
</tr>
<tr>
<td>3.3 Notification</td>
<td></td>
</tr>
<tr>
<td>3.4 Confirming adoption leave &amp; pay</td>
<td></td>
</tr>
<tr>
<td>3.5 Paid adoption leave</td>
<td></td>
</tr>
<tr>
<td>3.6 Unpaid adoption leave</td>
<td></td>
</tr>
<tr>
<td>3.6 Commencement and duration of leave</td>
<td></td>
</tr>
<tr>
<td>3.7 Contractual Rights</td>
<td></td>
</tr>
<tr>
<td>3.8 Line Manager contact</td>
<td></td>
</tr>
<tr>
<td>3.9 Pre-adoption leave</td>
<td></td>
</tr>
<tr>
<td>3.10 Miscellaneous provisions</td>
<td></td>
</tr>
<tr>
<td>4. Return to Work Arrangements</td>
<td>10 - 11</td>
</tr>
<tr>
<td>4.5 Returning on Flexible Working Arrangements</td>
<td></td>
</tr>
<tr>
<td>4.6 Sickness following end of adoption leave</td>
<td></td>
</tr>
<tr>
<td>4.7 Failure to return to work</td>
<td></td>
</tr>
<tr>
<td>5. Dignity at Work</td>
<td>10</td>
</tr>
<tr>
<td>6. Questions or Concerns</td>
<td>10</td>
</tr>
<tr>
<td>7. Resolution of Disagreements</td>
<td>10</td>
</tr>
<tr>
<td>8. Useful Information</td>
<td>11</td>
</tr>
</tbody>
</table>

Appendix 1  Frequently Asked Questions
Appendix 2  Responsibility Matrix
Appendix 3  Application Form
1. Introduction

NHS National Services Scotland aims to deal sensitively and sympathetically with staff who are considering being the main carer in adopting or fostering a child and are looking for time off in the initial stages of this process.

We recognise that the needs of adoptive or foster parents are at least as great as those of natural parents in establishing a relationship with the child and in developing new routines. The organisation also recognises that a single person may adopt/foster a child and that an employee of either sex may adopt/foster a child.

This policy sets out the rights and responsibilities of employees who wish to adopt or foster a child and gives details of the arrangements for adoption leave and pay.

The policy aims to implement best practice in the processing of applications, management of employees who wish to adopt or foster a child and return to work arrangements following adoption leave.

Should members of staff have any difficulties with understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact HR, their Line Manager or Staff side Representative.

2. General Principles

Fostering
Fostering can be for varying lengths of time, from very short-term to long-term fostering and the organisation will adopt a flexible approach to this. Staff should therefore discuss their intention to foster with their line manager as soon as possible to determine the level of support they consider appropriate in their circumstances.

For very short-term fostering, it would be more appropriate to consider time off under the NSS Special Leave Policy but there is no guarantee that this would be granted. For longer-term fostering, the manager should consider providing time off under the arrangements for Adoption Leave/Pay (outlined below), Parental Leave or Career Breaks.

Adoption Leave and Pay
The following provisions for adoption leave and pay are as set out in Section 35 of the NHS Terms and Conditions of Service Handbook and mirror those set out within Section 15 of the Handbook in respect of maternity leave and pay. However, they apply to all individuals employed by NHS National Services Scotland, including the Executive Level and Senior Management cohort and Doctors and Dentists.
3. Terms and Conditions of Employment

3.1 Eligibility

All employees who adopt a child under the age of 18 through an approved adoption agency (or who adopt a child from overseas and have received ‘official notification’ in respect of that child), and who will have primary care responsibility for that child, will have a right to take 52 weeks of adoption leave whether or not they return to NHS employment.

An employee will be entitled to paid and unpaid adoption leave under the NHS contractual (occupational) adoption pay scheme if:

i. They have 12 months’ continuous service with one or more NHS employers ending with the week in which they are notified of being matched with the child for adoption;

ii. They notify their employer in writing no later than seven calendar days after the date on which notification of the match with the child was provided by the adoption agency (or if this is not possible, as soon as is reasonably practicable thereafter):

   a) of their intention to take adoption leave;
   b) of the date the child is expected to be placed with the employee for adoption
   c) of the date they wish to start their adoption leave – adoption leave can start on the day the child is placed for adoption, or up to 14 days earlier (or in the case of adoption of a child from overseas, on the day on which the child enters Great Britain or on a chosen date no later than 28 days after that)
   d) that they intended to return to work with the same or another NHS employer for a minimum period of three months after their adoption leave has ended
   e) and provide evidence of entitlement to adoption leave and pay by producing a ‘matching certificate’ from the adoption agency (or in the case of overseas adoption, a copy of the ‘official notification’ and within 28 days of the child’s entry into Great Britain, inform the organisation of the date of entry and provide evidence of this date in the form of a plane ticket or copies of entry clearance documents).

3.2 Continuous Service

In order to calculate whether the employee meets the qualification set out in paragraph 3.1 (i) to have had 12 months of continuous service with one or more NHS employers, reference should be made to the provisions of the NHS Terms and Conditions of Service Handbook sections 15.61 to 15.65.

3.3 Notification

In addition to 3.1 (ii) above, employees should be encouraged to notify their line manager as soon as possible after they are notified of being matched with the child for adoption. The rules regarding notification apply irrespective of the employee’s entitlement to paid leave under this policy.

3.4 Confirming adoption leave and pay

An employee should be written to upon receipt of their application form (Appendix 1), detailing what they must do (if anything) and their entitlement to pay and leave together
with dates (where these can be confirmed).

Following discussion with the employee, the employer should confirm in writing:

i. The employee’s paid and unpaid leave entitlements under this agreement (or statutory entitlements if the employee does not qualify under this agreement);

ii. Unless an earlier return date has been given by the employee, their expected return date, based on their 52 weeks paid and unpaid leave entitlement under this agreement;

iii. The length of any period of accrued annual leave which it has been agreed may be taken following the end of the formal adoption leave period; and

iv. The need for the employee to give at least 28 days of notice if they wish to return to work before the expected return date.

3.5 Paid Adoption Leave

3.5.1 Amount of Pay
Where an employee intends to return to work the amount of contractual adoption pay receivable is as follows:

i. For the first eight weeks of absence the employee will receive full pay, less any Statutory Adoption Pay (including any dependents’ allowances) receivable;

ii. For the next 18 weeks the employee will receive half of full pay, plus any Statutory Adoption Pay or Maternity Allowance (including any dependents’ allowances) receivable, providing the total receivable does not exceed full pay; and

iii. For the next 13 weeks, the employee will receive any Statutory Adoption Pay or Maternity Allowance that they are entitled to under the statutory scheme.

By prior agreement, occupational adoption pay may be paid in a different way, for example a combination of full pay and half pay or a fixed amount spread equally over the adoption leave period. Any such arrangement must be discussed and agreed prior to commencement of Leave.

An employee who meets the qualification requirements for contractual adoption pay, who is however undecided as to whether she will return to work, can opt to receive any payments they are entitled to under the Statutory Adoption Pay scheme. Should they then return to work for NSS or another NHS employer following adoption leave for a period of 3 months or more they would at that point be entitled to receive the balance of the contractual adoption pay that would have been paid had they indicated that it was their intention to return to work.

3.5.2 Calculation of Adoption Pay
Full pay will be calculated using the average weekly earnings rules used for calculating Statutory Adoption Pay entitlements, subject to the qualification set out within section 15.23 of the NHS Terms and Conditions of Service Handbook.

3.6 Unpaid Contractual Leave

Employees are also entitled to take a further 13 weeks as unpaid leave to bring the total of leave to 52 weeks. However, this may be extended by local agreement in exceptional circumstances.
3.7 Commencement and duration of leave

An employee may begin their adoption leave on the day the child is placed for adoption, or up to 14 days earlier (or in the case of adoption of a child from overseas, on the day on which the child enters Great Britain or on a chosen date no later than 28 days after that).

3.7.1 Changing the adoption leave start date

If the employee subsequently wants to change the date from which they wish their leave to start, they should notify their employer at least 28 days beforehand (or, if this is not possible, as soon as is reasonably practicable beforehand).

3.8 Contractual Rights

During adoption leave (both paid and unpaid) an employee retains all of their contractual rights, except remuneration.

3.8.1 Increments

Adoption leave, whether paid or unpaid, shall count as service for annual increments and for the purposes of any service qualification period for additional annual leave. The expectation is that an employee on adoption leave would progress through a KSF gateway on the due date, if concerns had not been raised about the ability to meet their KSF outline prior to adoption leave.

3.8.2 Accrual of annual leave and public holidays

Annual leave and public holidays will continue to accrue during adoption leave, whether paid or unpaid, provided for by this agreement.

Where the amount of accrued leave and public holidays would exceed normal carry over provisions, it may be mutually beneficial to both the employer and employee for the employee to take annual leave before and/or after the formal (paid and unpaid) adoption leave period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the employee and line manager. In exceptional circumstances, where it is considered that to fully utilise annual leave would cause serious personal and/or operational difficulties, line managers should discuss the situation with HR Services to explore the options available.

3.8.3 Pensions

Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Superannuation Regulations.

3.9 Line Management Contact

Line managers should keep in contact with the employee throughout the period following receipt of notification of matching and during adoption leave, providing information and support where required and a link to the workplace.

3.9.1 Pre-Adoption Leave Discussion

Before going on leave, the line manager and employee should meet to discuss the practicalities of the employee’s approaching adoption leave. The employee should already have been informed by this stage of their adoption leave and pay entitlement.

This meeting will provide the opportunity:
• To discuss the final arrangements for the employee’s adoption leave;
• To discuss with the employee how their work will be covered during the adoption leave, including who will take over their tasks, how the handover will be managed and any other practicalities that arise;
• To discuss and agree any arrangements for keeping in touch during the employee’s adoption leave, including:

  i) The employee’s right to keeping-in-touch days and whether or not they might be interested in exercising this right;
  ii) How the line manager will keep in touch with the employee while they are on adoption leave, what information they might expect to receive and by what means;
  iii) keeping the employer in touch with any developments that may affect their intended date of return;

• To discuss how the employee’s annual leave entitlement will be managed while they are on adoption leave;
• For the Employee to raise any other issues that they would like to discuss.

3.9.2 Keeping in touch days
To facilitate the process of keeping in touch, it is important that the line manager and employee have early discussion to plan and make arrangements for Keeping in Touch days (KIT days) before the employee’s adoption leave takes place.

KIT days are intended to facilitate a smooth return to work for employees returning from adoption leave.

An employee may work for up to a maximum of 10 KIT days without bringing their adoption leave to an end. Any days of work will not extend the adoption leave period.

The work can be consecutive or not and can include training or other activities which enable the employee to keep in touch with the workplace.

Any such work must be by agreement and neither the manager nor the employee can insist upon it.

The employee will be paid at their basic daily rate for the hours worked, less appropriate adoption leave payment for the KIT days worked.

Working for part of any day will count as one KIT day.

3.10 Pre-Adoption Leave
Reasonable time off should be given to attend official meetings in the adoption process, such as court sessions and interviews.

Staff who wish to take advantage of this leave should advise their line manager in writing as soon as they are notified by the Adoption Agency that a child is to be placed with them for adoption and that time off may be required and proof of appointment will be required to support requests for leave.

In normal circumstances, a maximum of five days (one working week) will be available for this purpose.
3.11 Miscellaneous Provisions
3.11.1 Fixed term contracts or training contracts
Employees subject to fixed-term or training contracts which expire between 11 weeks before and six weeks after the date of adoption and who satisfy the conditions in paragraphs 3.1 (i), and 3.1 (ii) (a), (b) and (d), shall have their contracts extended so as to allow them to receive the 52 weeks, which includes paid contractual and statutory adoption pay, and the remaining 13 weeks of unpaid adoption leave.

Absence on adoption leave (paid and unpaid) up to 52 weeks before a further NHS appointment shall not constitute a break in service.

If there is no right of return to be exercised because the contract would have ended if the adoption leave had not occurred, the repayment provisions set out in paragraph 4.7 below will not apply.

Employees on fixed-term contracts who do not meet the 12 months’ continuous service condition set out in paragraph 3.1 (i) above, may still be entitled to Statutory Adoption Pay.

An employee on a fixed term contract, satisfying the conditions for paid entitlement to leave, and whose contract expires between 11 weeks before and six weeks after the date of adoption, will have their contracts extended to enable them to receive 26 weeks’ paid leave. If the right to return to work cannot be exercised because of the termination of the contract, pay cannot be reclaimed.

3.11.2 Rotational training contracts
Where an employee is on a planned rotation of appointments with one or more NHS employers, as part of an agreed programme of training, they shall have the right to return to work in the same post or in the next planned post, irrespective of whether the contract would otherwise have ended if adoption leave had not occurred. In such circumstances the employee’s contract will be extended to enable the practitioner to complete the agreed programme of training.

3.11.3 Employees not returning to NHS employment
An employee who satisfies the conditions in paragraph 3.1 except that they do not intend to return to work with the same or another NHS employer for a minimum period of three months after their adoption leave is ended, will be entitled to pay equivalent to Statutory Adoption Pay, which is paid at 90% of their average weekly earnings for the first six weeks of their adoption leave and to a flat rate sum for the following 33 weeks.

3.11.4 Employees with less than 12 months’ continuous service
If an employee does not satisfy the conditions in paragraph 3.1 for occupational adoption pay, but has 26 weeks’ continuous service with their employer leading up to the week in which they are notified of being matched with a child for adoption, they may be entitled to Statutory Adoption Pay, depending on their earnings level.

If the employee’s earnings are too low for them to qualify for Statutory Adoption Pay, they may be entitled to other welfare benefits. In such circumstances, the employee should seek further information from their local Job Centre Plus or social security office.

3.11.5 Information about statutory maternity/adoption and paternity leave and pay
There are occasions when employees are entitled to other statutory benefits/allowances and information about all statutory maternity/adoption and paternity rights can be found using the following links:

https://www.gov.uk/search?q=maternity+leave
https://www.gov.uk/search?q=statutory+maternity+pay

Information about health and safety for new and expectant mothers at work can be found using the following link:

http://www.hse.gov.uk

4. Return to Work Arrangements

4.1 An employee who intends to return to work at the end of their full adoption leave period will not be required to give any further notification to the employer, although if they wish to return early, they must give at least 28 days’ notice.

4.2 An employee has the right to return to their job under their original contract and on no less favourable terms and conditions.

4.3 The line manager will arrange to meet with the employee on their return to work (ideally at the start of their first day back at work, but as soon as is reasonably practicable) who will be responsible for dealing with any housekeeping matters and ensuring that they settle in smoothly. In order to assist further in this regard, their manager will also:

- Arrange a catch-up meeting to update the employee on developments in their absence not previously notified to them;
- Discuss the arrangements for handing work back to them;
- Arrange for them to meet with other work colleagues to enable them to re-familiarise themselves with the workload and the relevant systems of work;
- Discuss any training needs and ensure that these are addressed as soon as possible after their return;
- Introduce them to any new members of staff;
- Advise on parental leave entitlement;
- Confirm the right to request flexible working arrangements;
- Discuss any other operational matters.

4.4 Work should be handed back to the employee on a gradual basis with the aim that they will be completely up to speed and handling a full workload appropriate to their contracted working hours within an agreed period following their return from adoption leave.

4.5 Returning on flexible working arrangements

If, at the end of adoption leave, the employee wishes to return to work on different hours, the NHS employer has a duty to consider this and to seek to facilitate this, wherever possible. The employee will return to work on different hours, in the same job. If this is not possible, the line manager must provide written, objectively justifiable reasons for this and the employee shall, wherever possible, be given the option to return to a role at the same pay band and undertaking work of a similar nature and status, to that which they held and undertook prior to their adoption leave absence. It may not be possible for an employee to have their flexible working request
accommodated either in their existing role or through the provision of an alternative role.

If it is agreed that the employee will return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this will not affect the employee’s right to return to their job under their original contract, at the end of the agreed period.

4.6 Sickness following the end of adoption leave
In the event of illness following the date the employee was due to return to work, normal sick leave provisions will apply as necessary.

4.7 Failure to return to work
If an employee who has notified their employer of their intention to return to work for the same or a different NHS employer, in accordance with the above paragraph 3.1 (ii) (c) above, fails to do so within 15 months of the beginning of their adoption leave, they will be liable to refund the whole of their adoption pay, less any Statutory Adoption Pay, received. In cases where the employer considers that to enforce this provision would cause undue hardship or distress, the employer will have the discretion to waive their rights to recovery.

5. Dignity at Work

NHS National Services Scotland is committed to providing all reasonable support to employees who adopt or foster. Colleagues should be sensitive to this issue and should adopt a supportive attitude towards such employees. Every employee has the right to be treated with dignity at work and this requirement is particularly relevant and important to employees who adopt or foster. It is a requirement of this policy that all employees of the organisation respect this principle.

6. Questions or Concerns

NHS National Services Scotland recognises that, from time to time, employees may have questions or concerns relating to their adoption or fostering rights. It is the policy of NSS to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the adoption and fostering provisions are complex, if an employee is or is seeking to adopt/foster a child, they should clarify the relevant procedures with their line manager/HR to ensure that they are followed correctly.

7. Resolution of Disagreements

No request for leave under this policy will be unreasonably withheld. Should a disagreement arise, the individual has the right to raise a formal grievance. It may be preferable in such circumstances, however, for the manager to seek advice on resolving the matter from an appropriate member of the HR Team or a Trade Union/or Professional Organisation representative.
8. Useful Information
Other policies/guidance that you may find useful include:

- NSS Maternity Leave Policy
- NSS Maternity Support (Paternity) Leave Policy
- NSS Parental Leave Policy
- NSS Career Break Policy
- NSS Annual Hours Working Policy
- NSS Flexible Working Policy
- NSS Special Leave Policy
- NSS Reduced Working Year Policy
- NSS Working at Home/Working from Home Policy
- NSS Zero Hours Contract Policy
- NHS Scotland Supporting the Work Life Balance PIN Policy (July 2015)

The following websites may also be of interest:

- Staff Governance: www.staffgovernance.scot.nhs.uk
- ACAS: www.acas.org.uk
- Department for Work and Pensions: www.dwp.gov.uk
- Direct Gov: www.direct.gov.uk
- Edenred Childcare Voucher Scheme: www.childcarevouchers.co.uk
- Government childcare support (including new tax-free childcare provisions: www.childcarecarechoices.gov.uk

9. POLICY REVIEW

This policy will be reviewed two years from its effective date to ensure that arrangements put in place are appropriate to the operating requirements of National Services Scotland (NSS).

Date Policy is effective: February 2018

Reviewed by: February 2020

Agreed by: [Signature] Date: 16/5/18
Appendix 1

NSS Adoption and Fostering Policy – Frequently Asked Questions

I don’t have 12 months’ continuous service at the end of the week that I was notified of being matched with a child for adoption. What will I be entitled to in terms of adoption leave/pay?

All employees – no matter how much continuous service that they have and whether or not they wish to return to work afterwards - are entitled to 52 weeks of adoption leave.

If you do not have 12 months’ continuous service but do have at least 26 weeks’ continuous service (leading into the week in which you are notified of being matched for adoption) you may be entitled to Statutory Adoption Pay, depending on your earnings. If you are unsure as to whether or not you qualify, please contact HR Services in the first instance.

I’m not sure at this stage whether or not I want to return to work after Adoption Leave, what are my options?

If you are undecided about whether or not you wish to return to work after Adoption Leave you can elect to be paid as though you were not returning to NHS employment in the first instance (you would receive statutory adoption pay during this period if you qualify).

Then if you do return to work for NSS or another NHS employer for the minimum period of three months after your adoption leave has ended you will receive the difference between statutory and contractual (occupational) adoption pay.

What happens to annual leave/public holidays during my adoption leave?

Annual leave and public holidays will continue to accrue during adoption leave – whether this leave is paid or unpaid. You are strongly advised to plan your leave, in conjunction with your line manager, to be taken before/after your adoption leave period.

I have a leased car. What happens to this during my adoption leave?

You can retain the car however you will require to make arrangements to maintain the lease payments for the duration of your adoption leave. Alternatively, you can cancel the lease prior to the end of the lease period without incurring any penalty for early termination. If you require any further information you should contact the Lease Car section.

How do I find out the current rate of Statutory Adoption Pay?

The rates may vary from time to time, but to check what the current rate, please click here: https://www.gov.uk/adoption-pay-leave/pay
I'm planning on taking some KIT days during my adoption leave. What will I be paid for these days?

You will be paid at your normal hourly rate for hours worked during KIT days, with SAP for that day being offset against this payment as you cannot be paid more than your normal contractual pay for the day.

I had originally planned to take 52 weeks Adoption Leave, but due to my partner’s job circumstances changing, I wish to return to work sooner. What do I need to do?

If you wish to return to work earlier than the date that you had previously indicated, you should give at 28 days’ notice. If however you plan to return on the date you initially indicated on your adoption leave application, you do not need to give any additional notification.

What if I initially indicate that I wish to return to work after adoption leave and then change my mind?

If you have been paid enhanced (occupational) adoption pay based on you indicating that you would return to work following adoption leave and fail to return to NSS or another NHS employer for at least 3 months, you will be liable to refund the whole of your adoption pay, less any Statutory Adoption Pay, received.

If you think that you may wish to consider this option, you are advised to contact your line manager as soon as possible to discuss the situation further.

What happens if I decide that I want to reduce my working hours after returning to work after Adoption Leave?

If you decide that you wish to change your working hours on return from adoption leave, this request will be considered and wherever possible, be approved – subject to service delivery requirements.

Where it is possible, you will return to the same job but on different hours. If this is not possible you will be given written reasons to explain why this is not possible. In these circumstances alternatives options will be explored to see if it is possible for you to return to another role at the same pay band and undertaking work of a similar nature and status, to the one that you held and undertook before you started your maternity leave.

There may be circumstances where it is not possible for NSS to accommodate your flexible working request.

Can I purchase childcare vouchers from my salary?

NSS operates a childcare voucher scheme through a company called Edenred. For further details of the scheme or to register, please visit www.childcarevouchers.co.uk.

Access to this scheme for new entrants is time limited however as a new Government scheme is currently being rolled out on a gradual basis through 2017 into 2018. Further details of this scheme can be found at www.childcarechoices.gov.uk.
Please note that parents who are existing members of the Edenred Childcare Voucher scheme can remain in this scheme beyond 2018.

**Can I have time off to attend official meetings in the adoption process?**

Yes, you are entitled to reasonable paid time off to attend meetings such as court sessions and interviews. You may be required to provide proof of the appointment and in normal circumstances, a maximum of 5 days (one working week) – pro-rata for part-time staff – will be available for this purpose.

**I am employed on a fixed term contract which is due to expire two weeks after the placement for adoption. I have worked for NSS for over a year and the indications are that the contract will not be renewed as the project is coming to an end. What will happen to my adoption leave/pay?**

First of all, as you meet the service requirements for occupational adoption leave/pay your fixed term contract will be extended to allow you to take the 52 weeks adoption leave period so you will receive the 39 weeks paid adoption leave and the remaining 13 weeks unpaid leave. You will of course have access to the redeployment process as set out in the NSS Use of Fixed Term Contracts Policy.

In these circumstances, as you would not be able to return the contract would have ended if adoption had not occurred, you would not be required to repay occupational adoption pay.

**What if my partner wishes to share the care responsibility following the birth of our child, can we share adoption leave?**

Adoption Leave is only available to the primary carer. Therefore you will need to decide between yourself who is taking that role. However, you may elect to end Adoption Leave early and switch to Shared Parental Leave during the first year following adoption. That way you can share up to 50 weeks of leave entitlement between you. Eligibility criteria do apply. For further details, please refer to the NSS Shared Parental Leave Policy.

**Am I entitled to any more Adoption Leave/Pay if I adopt two children in the same adoption arrangement?**

No. Where more than one child is placed as part of the same adoption arrangement there will only be an entitlement to one period of adoption leave.

**I am considering becoming a short term foster carer. What are my support would I receive under the terms of this policy?**

In cases of very short term foster care, it is advised that requests for time off are considered under the NSS Special Leave policy. You should be aware that there is no guarantee that time off would be granted.

Where long-term fostering is being considered, employees and line managers are advised to consider the provisions of The NSS Adoption and Fostering Policy in terms of leave/pay, NSS Parental Leave Policy and NSS Career Breaks Policy. Further advice can be sought from HR Services.
NHS National Services Scotland

Adoption and Fostering Leave Policy

Responsibility Matrix

<table>
<thead>
<tr>
<th>Member of staff</th>
<th>Line Manager</th>
<th>Human Resources</th>
<th>Trade Union/Professional Organisation Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are encouraged to notify your line manager as soon as possible after you discover that you are being placed with a child for adoption/fostering.</td>
<td>Be aware of the provisions of the NSS Adoption and Fostering Leave policy and appreciate when they may have to seek further support and guidance on its application.</td>
<td>Provide advice and guidance to both members of staff and line managers on the application of the NSS Adoption and Fostering Leave policy where required.</td>
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</tr>
<tr>
<td>You are required to submit the necessary forms and documentation to your line manager in line with the timescales set out in the NSS Adoption and Fostering Policy, or where this is not possible, as soon as possible thereafter.</td>
<td>Ensure that Adoption/Fostering Leave is appropriately recorded on Payroll and HR systems to ensure that payments are made accurately and comprehensive records are maintained.</td>
<td>Signpost other family friendly/flexible working policy options to both members of staff and line managers.</td>
<td></td>
</tr>
<tr>
<td>You should advise your line manager as soon as possible if you wish to commence/end adoption leave earlier/later than indicated. If you wish to return earlier – you must give at least 28 days notice. If you wish to alter your working hours/pattern after your return from adoption leave you should make this request to your line manager.</td>
<td>Gather all relevant details regarding requests for Adoption/Fostering Leave. Working with the member of staff to determine the best course of action and where necessary, identify and explore alternative approaches to assist them in balancing domestic/work responsibilities. Ensure that any request to return to work on a flexible working arrangement is not unreasonably refused.</td>
<td></td>
<td></td>
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</tbody>
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