

## NCG Adoption Leave / Pay Colleague FAQ

### **What will happen to my pension contributions?**

The rules surrounding pensions whilst on adoption leave are determined by the pension provider. You will need to contact your pension provider for more information.

### **Will my contractual benefits be continued?**

Other than your remuneration, all other contractual benefits will remain unchanged throughout your adoption leave.

### **How do I find the matching week?**

The week in which you are told by the adoption agency that you are matched with a child for adoption is called the Matching week. Find the date on which you were notified that you were matched with a child for adoption. The Matching week begins on the Sunday before the matching date and ends on the Saturday after that date. Working for part of a week, even a few hours, counts as work for that week.

### **What if I am due a salary change whilst on adoption leave?**

If you become eligible for a pay rise between the start of the original calculation period and the end of the adoption leave, average earnings will be recalculated to take into account your pay rise and any backdated sum will be paid in the next available payroll.

### **Will I get my performance review meeting?**

When you notify your manager that you are starting the adoption process, your manager should review and discuss what your workload and objectives will be, should your adoption leave start before the end of the academic year. Where possible your manager should revise your objectives in relation to the period of time that you will be at work. Depending on when your absence falls your manager should hold a performance review meeting with you before your leave of absence starts, in order to discuss if you have achieved your objectives. Where you are on a pay scale and not on the top scale point, if you achieve your objectives, this will be processed in the line with the normal process.

### **I am due to adopt and have resigned from work, will I get my adoption leave/pay?**

If you leave your job after the Matching week you are not entitled to adoption leave as you will not be returning to work.

If you resign after you have been matched with a child, you will still be entitled to statutory adoption pay (SAP), as long as you meet the normal qualifying conditions as outlined in the policy.

If your job leave date is before you have been matched with a child, you will not be entitled to SAP, but you may be entitled to an allowance from the local authority. You should contact your local job centre.

**I have used all my adoption leave; can I take any further time off?**

Once your 52-week adoption leave period has come to an end you cannot ask to extend it. There are other types of leave you may be able to take, such as:

- Annual leave
- Parental Leave
- Unpaid leave

Agreement is at your manager's discretion in line with business needs. You should discuss any requests for further time off with your manager.

**Can I get sick pay during adoption leave?**

If you are entitled to occupational sick pay, you can give notice to end your adoption leave and return to work. If you are not well enough to work you must follow the NCG Sickness Absence Policy. Once your sick leave comes to an end you must return to work, you cannot go back onto adoption leave.

If you are not entitled to occupational sick pay you cannot be paid SAP for any week in which you are entitled to Statutory Sick Pay. If you call in sick during adoption leave and you meet the qualifying conditions for Statutory Sick Pay, you should not be paid SAP but should receive Statutory Sick Pay instead.