



Procedures

Applying for time off for adoption appointments
Part of Supporting Family Live Overarching Policy
(UK Campuses only)

March 2018 refreshed October 2021

HERIOT-WATT UNIVERSITY

**APPLYING FOR TIME OFF FOR ADOPTION APPOINTMENTS PROCEDURES –
PART OF SUPPORTING FAMILY LIFE OVERARCHING POLICY**

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1.	INTRODUCTION
	<p>As part of the Supporting Family Life Overarching Policy and suite of linked Procedures, this Procedure sets out guidance for those based in the University’s UK campuses on how to request and notify the University of your attendance at adoption appointments.</p>
2.	PROCEDURES
	<p>Adoption appointments are made by an adoption agency relating to a child being placed for adoption or as part of a fostering for adoption placement. You may take time off to attend an adoption appointment once the agency has notified you that a child is to be placed with you for adoption, or as part of a fostering for adoption placement, but before the child is actually placed with you.</p> <p>Note: time off for appointments does not cover time spent travelling overseas to arrange an adoption, or to visit a child.</p> <p><u>Notification of Appointments – Joint Adopters</u> Couples who are adopting a child or children with another (joint adopters) may elect for one of them to take paid time off to attend up to five adoption appointments (the “Primary Adopter”), whilst the other may take unpaid time off to attend up to two appointments (the “Secondary Adopter”).</p> <p>As a joint adopter, if you would like to take time off to attend an adoption appointment, you must confirm the following details with your manager, in writing, as soon as is possible:</p> <ul style="list-style-type: none"> • the date and time of the appointment; • that you meet the eligibility criteria set out in the Supporting Family Life Overarching Policy; • whether you are considered a Primary Adopter or a Secondary Adopter; • if you are a Primary Adopter, you should confirm that you would like to take paid time off and that the other adopter will <u>not</u> be taking paid leave; • if you are a Secondary Adopter, you should confirm that you would like to take unpaid time off; • that the appointment has been arranged by or at the request of the adoption agency. <p>If you are a Secondary Adopter and you wish to take time off to attend any further adoption appointments, over and above the two appointments you are entitled to as unpaid leave, you should do so by requesting annual leave. You must not take more than one working day, or seven hours¹ off for each appointment; this includes your travel and waiting time.</p> <p><u>Notification of Appointments – Sole Adopters</u> If you are adopting on your own, you can take paid time off to attend up to five adoption appointments. As a sole adopter, if you would like to take time off to attend an adoption appointment, you must confirm the following details with your manager, in writing, as soon as is possible:</p> <ul style="list-style-type: none"> • the date and time of the appointment;

¹ Whilst the legislation provides only unpaid leave for a period of two 6.5 hour appointments, it is easier to accommodate two 7 hour appointments in line with the University’s normal working day.

	<ul style="list-style-type: none"> • that you meet the eligibility criteria set out in the Supporting Family Life Overarching Policy; • that you are a sole adopter and would like to take paid time off; • that the appointment has been arranged by or at the request of the adoption agency. <p><u>Recording Time Off for Adoption Appointments on Cloud ERP</u> Your line manager should record the time off on Cloud ERP as follows:</p> <ul style="list-style-type: none"> • for both Primary and Sole Adopters: select the reason for absence as “Paid Leave”, with the absence category “Adoption Appointment”; • for Secondary Adopters: select the reason for absence as “Unpaid Leave”, with the absence category as “Adoption Appointment”; • for the Secondary Adopter taking annual leave: simply record this absence as annual leave, as per normal procedures. 			
3.	PROCEDURES VERSION AND HISTORY			
	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 1.0	22.11.2017 Refreshed Oct 21	UE	Updates to reflect statutory entitlement and change to enhanced pay Updated links added