



Northern Ireland Ambulance Service  
Health and Social Care Trust

# Adoption Leave Policy



## NORTHERN IRELAND AMBULANCE SERVICE

### ADOPTION LEAVE POLICY

#### 1. Principles

***This leave will be available to people wishing to adopt a child and who have primary care responsibilities for that child.*** The principles of this scheme are the same as the provisions within the maternity leave scheme. ***The leave should cover official meetings in the adoption process as well as time after the adoption itself.***

#### 2. Application

Applicants should apply to their Head of Department for such leave well in advance and at the earliest opportunity.

#### 3. Guidance

Managers should discuss this fully with staff well in advance of the leave requirement, considering all possible options for arranging and timing of leave. Each individual case will differ, however, the primary purpose is to assist staff with immediate leave requirements in completing the adoption procedure and caring for their child when he/she comes under their full-time care.

***The agreement for time off after the adoption should cover circumstances where the child is initially unknown to the adoptive parents. If there is an established relationship with the child, such as fostering prior to adoption, time off for official meetings only should be considered.***

***Where the child is below age 18, adoption leave and pay will be in line with the maternity leave and pay provisions which are set out in Section 6 of the GWC Handbook.***

The provision allows for 8 weeks full pay, followed by 10 weeks on half pay. Staff will also be entitled to an extended period of unpaid leave up to a maximum of 34 weeks. Should the requirements of the formal adoption procedure require a longer period of time, the Trust will take this into consideration.

Staff taking on parental duties may wish to give consideration to the Job Sharing and Career Break Schemes.

The appropriate leave application form must be completed.

In the event that both adoptive parents are employed by the Trust, this leave will be allowable only to one of the partners which may be either male or female. The other partner will be allowed leave in line with the paternity leave scheme i.e. 2 weeks special leave.

Further information can be obtained from the Personnel Department, Ambulance Headquarters, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast 8. Tel: 028 90 400999.