

VIAMED Ltd
Company Personnel Manual

CPM 12 — Adoption Leave and Pay

Effective date: 27 July 2026

Review frequency: Annual, or following any relevant legislative change

1. Purpose

This policy explains employees' rights and responsibilities concerning:

- Statutory Adoption Leave;
- Statutory Adoption Pay;
- adoption appointments;
- UK and overseas adoptions;
- foster-to-adopt arrangements;
- qualifying surrogacy arrangements;
- notice and evidence requirements;
- Keeping in Touch days;
- employment rights during leave;
- returning to work; and
- related family-leave entitlements.

Statutory Adoption Leave may last for up to 52 weeks, and Statutory Adoption Pay may be payable for up to 39 weeks.

Adoption Leave is separate from:

- Paternity Leave;
- Shared Parental Leave;
- Unpaid Parental Leave;
- Neonatal Care Leave;
- Parental Bereavement Leave; and
- Bereaved Partner's Paternity Leave.

Employees should refer to the relevant Company Personnel Manual policies available through Intrastats.

2. Who may take Adoption Leave

Where a couple adopt a child jointly, only one person may take Statutory Adoption Leave and receive Statutory Adoption Pay.

This person is referred to in this policy as the **primary adopter**.

The other person is referred to as the **secondary adopter** and may qualify for:

- Paternity Leave and Pay;
- Shared Parental Leave and Pay;
- Unpaid Parental Leave; and
- other applicable family-leave rights.

The primary and secondary adopter should decide between themselves who will take Adoption Leave. Once the relevant leave arrangements have been chosen, the entitlements cannot normally be exchanged informally between the adopters.

3. Eligibility for Statutory Adoption Leave

Statutory Adoption Leave is a day-one employment right.

To qualify, the employee must normally:

- be legally classed as an employee;
- have been matched with a child through an approved adoption agency, or satisfy the qualifying rules for another eligible arrangement;
- give the required notice; and
- provide evidence of the adoption or surrogacy arrangement where requested.

There is no minimum length-of-service requirement for Statutory Adoption Leave. Eligibility for Statutory Adoption Pay is assessed separately.

4. Arrangements that may qualify

Statutory Adoption Leave and Pay may be available for:

- a child adopted through a UK adoption agency;
- a qualifying overseas adoption;
- an approved foster-to-adopt arrangement;
- a qualifying surrogacy arrangement where the employee intends to apply for a parental order; or
- another arrangement that satisfies the statutory adoption requirements.

For foster-to-adopt arrangements, leave and pay may begin when the child comes to live with the employee, provided the statutory conditions are met.

5. Arrangements that do not normally qualify

An employee will not normally qualify for Statutory Adoption Leave or Pay where they:

- arrange a private adoption without an approved adoption agency;
- become a special guardian;
- become a kinship carer;
- adopt a stepchild;
- adopt a family member; or

- do not satisfy the legal requirements applicable to the arrangement.

Other forms of leave or flexible working may still be available and should be discussed with the Human Resources Controller.

6. Amount of Adoption Leave

An eligible employee may take up to 52 weeks of Statutory Adoption Leave, consisting of:

- 26 weeks of Ordinary Adoption Leave; and
- 26 weeks of Additional Adoption Leave.

The employee does not have to take the full 52 weeks.

Where the primary adopter is claiming Statutory Adoption Pay and wishes to convert the remaining entitlement into Shared Parental Leave and Statutory Shared Parental Pay, they must take at least two weeks of Adoption Leave before the Adoption Leave can be ended early. A maximum of 50 weeks may therefore be available as Shared Parental Leave.

7. Starting Adoption Leave — UK adoption

For a UK adoption, Adoption Leave may normally begin:

- on the date the child is placed with the employee; or
- on a chosen date up to 14 days before the expected placement date.

The leave cannot normally begin earlier than 14 days before the expected placement date.

Where the placement date changes, the employee must notify Viamed within 28 days and provide the revised information as soon as reasonably practicable.

8. Notification — UK adoption and foster-to-adopt

The employee must normally notify Viamed within seven days of:

- being informed that they have been matched with a child; or
- confirmation of a qualifying foster-to-adopt placement.

Where this is not reasonably practicable, the employee must notify Viamed as soon as reasonably practicable.

The notification should confirm:

- that the employee intends to take Adoption Leave;
- the expected placement date;
- the intended Adoption Leave start date; and
- how much Adoption Leave the employee intends to take.

Viamed may request that the notification is supplied in writing.

Viamed will write to the employee within 28 days, confirming:

- the Adoption Leave start date;

- the expected Adoption Leave end date; and
- the expected return-to-work date.

9. Overseas adoption

For an overseas adoption, the employee must normally notify Viamed:

- of the date of the official notification;
- of the date on which the child is expected to enter Great Britain;
- within 28 days of receiving the official notification;
- of the actual date the child enters Great Britain, within 28 days of that date; and
- of the intended leave start date, giving at least 28 days' notice where reasonably practicable.

Adoption Leave may normally begin:

- on the date the child enters Great Britain; or
- on a chosen date within 28 days after the child enters Great Britain.

Where the employee is adopting from overseas jointly with a partner, they may also be required to complete form SC6, confirming that they are not taking Paternity Leave or Pay.

Viamed will write to the employee within 28 days of receiving the required notification, confirming the expected leave dates.

10. Surrogacy arrangements

An intended parent in a qualifying surrogacy arrangement may be eligible for Adoption Leave and Pay where they:

- are legally classed as an employee;
- intend to apply for a parental order;
- expect the parental order to be granted;
- share responsibility for the child with the other intended parent; and
- satisfy the applicable notice, service and earnings requirements.

The employee must normally tell Viamed:

- the expected week of childbirth; and
- the date on which they wish Adoption Leave to begin,

at least 15 weeks before the expected week of birth.

Adoption Leave may normally begin:

- on the day the child is born; or
- on the day after the child is born.

Viamed may request a statutory declaration confirming that the employee has applied, or intends to apply, for a parental order within six months of the birth and expects the order to be granted.

11. Changing the Adoption Leave start date

An employee wishing to change the planned start date should normally give Viamed at least 28 days' notice before:

- the original start date; or
- the new intended start date,

whichever is earlier.

Where the required notice cannot reasonably be given, the employee should notify Viamed as soon as reasonably practicable.

Viamed will confirm any revised leave dates in writing.

12. Adoption appointments

An employee who will take Adoption Leave as the primary adopter is entitled to reasonable paid time off to attend up to five adoption appointments after being matched with a child.

The secondary adopter is entitled to unpaid time off to attend up to two adoption appointments.

Each appointment may last for up to 6.5 hours, including reasonable travelling and waiting time.

The appointment must normally have been arranged or requested by the adoption agency and must take place before the child is placed.

Viamed may request:

- an appointment card, letter or other evidence;
- confirmation that the appointment was arranged or requested by the adoption agency; and
- confirmation of whether the employee has elected to be the primary or secondary adopter.

Employees should give as much notice as reasonably practicable.

13. Eligibility for Statutory Adoption Pay

Eligibility for Statutory Adoption Pay is separate from eligibility for Adoption Leave.

For a UK adoption, the employee must normally:

- have been continuously employed by Viamed for at least 26 weeks by the end of the week in which they were matched with the child;
- remain employed as required under the statutory rules;
- be on Viamed's payroll;
- have average weekly earnings of at least the statutory earnings threshold;
- give the required notice; and
- provide acceptable proof of the adoption.

For an overseas adoption, the employee must normally have been continuously employed by Viamed for at least 26 weeks when Statutory Adoption Pay begins.

For a surrogacy arrangement, the employee must normally have been continuously employed by

Viamed for at least 26 weeks by the end of the 15th week before the expected week of childbirth.

For the 2026/27 tax year, the employee must normally earn an average of at least **£129 per week**.

14. Notice for Statutory Adoption Pay

The employee must normally give Viamed at least 28 days' notice of:

- the date on which they wish Statutory Adoption Pay to begin; and
- the date on which they intend to stop work.

Where the time between being matched and the child's placement is less than 28 days, the employee should give as much notice as reasonably practicable.

Viamed will normally confirm within 28 days:

- whether the employee qualifies;
- the amount of Statutory Adoption Pay;
- the date on which payment will begin; and
- the date on which payment will end.

15. Evidence of adoption

Evidence is required for Statutory Adoption Pay.

Viamed may also request evidence in support of Statutory Adoption Leave.

For a UK adoption or foster-to-adopt arrangement, evidence may include:

- the employee's name and address;
- the name and address of the adoption agency;
- the date the employee was matched with the child;
- a matching certificate;
- the expected placement date;
- the actual placement date; or
- a letter from the adoption agency.

For an overseas adoption, evidence may include:

- the official notification confirming that the employee is permitted to adopt;
- evidence of the date the child entered Great Britain; and
- form SC6 where applicable.

For a surrogacy arrangement, evidence may include a statutory declaration concerning the employee's intention and eligibility to apply for a parental order.

Personal information and evidence will be handled confidentially and in accordance with Viamed's Data Protection Policy.

16. Amount and duration of Statutory Adoption Pay

Statutory Adoption Pay may be paid for up to 39 weeks.

For the 2026/27 tax year, it is paid as follows:

- the first six weeks at 90% of the employee's average weekly earnings, with no statutory upper limit; and
- the following 33 weeks at £194.32 per week or 90% of the employee's average weekly earnings, whichever is lower.

The statutory rate and earnings threshold are reviewed annually. Viamed will apply the rates in force when the payment is due.

Statutory Adoption Pay will normally be paid through payroll in the same way as normal wages.

Tax and National Insurance will be deducted where applicable.

Where the employee takes the full 52 weeks of Adoption Leave, the final 13 weeks will normally be unpaid.

17. Where an employee does not qualify for Statutory Adoption Pay

Where Viamed decides that an employee is not eligible for Statutory Adoption Pay, it will:

- explain the reason for the decision; and
- provide form SAP1 within seven days of making the decision.

The employee may be able to obtain other support and should contact the appropriate government or local-authority service.

18. Where a placement does not proceed or ends

The employee must notify Viamed as soon as reasonably practicable where:

- the adoption agency advises that the proposed placement will not proceed after Adoption Leave has begun;
- the child is returned to the adoption agency;
- the placement otherwise ends; or
- the child dies during Adoption Leave.

In these circumstances, Adoption Leave and Statutory Adoption Pay will normally end eight weeks after the end of the week in which the relevant event occurs, or on the original entitlement end date if earlier.

The employee and Viamed should discuss:

- the revised return-to-work date;
- any available Parental Bereavement Leave and Pay;
- compassionate support;
- annual leave;
- counselling or employee support; and
- any reasonable adjustments required.

19. Multiple placements

Where two or more children are placed with the employee as part of the same adoption placement, the employee will normally receive one period of Adoption Leave and Pay.

Where a separate adoption placement occurs, a separate entitlement may arise and the employee should notify the Human Resources Controller promptly.

20. Contact during Adoption Leave

Viamed may maintain reasonable contact with an employee during Adoption Leave.

Contact may include:

- confirming leave and pay arrangements;
- discussing Keeping in Touch days;
- communicating significant workplace developments;
- consulting about organisational changes or redundancy;
- discussing training opportunities;
- planning the return to work;
- considering flexible working; and
- considering workplace adjustments.

The employee and Viamed may agree a preferred method and reasonable frequency of contact before Adoption Leave begins.

Contact will be proportionate and will not place pressure on the employee to work during Adoption Leave.

21. Keeping in Touch days

An employee may agree to work for up to ten Keeping in Touch days during Adoption Leave without bringing Adoption Leave or Statutory Adoption Pay to an end.

Keeping in Touch days may be used for:

- work;
- training;
- meetings;
- workplace updates;
- return-to-work planning; or
- another agreed work-related purpose.

Any work undertaken on a day will normally count as one complete Keeping in Touch day, even where the employee works for only part of the day.

Keeping in Touch days must be agreed by both Viamed and the employee.

Neither party is required to offer or accept Keeping in Touch work.

Pay for a Keeping in Touch day will be agreed in advance, taking account of any Statutory

Adoption Pay due.

Working more than ten Keeping in Touch days may end the employee's Adoption Leave or statutory pay entitlement.

22. Employment rights during Adoption Leave

During Statutory Adoption Leave, the employee's contract of employment will continue, except for terms relating to normal remuneration.

The employee will continue to benefit from applicable contractual rights, including:

- accrual of statutory and contractual holiday;
- contractual benefits that continue during Adoption Leave;
- applicable pay rises;
- continuity of employment;
- pension contributions during paid Adoption Leave, subject to scheme rules; and
- protection from dismissal, detriment or unfavourable treatment because they requested or took Adoption Leave.

Annual leave cannot normally be taken at the same time as Adoption Leave.

The employee and Viamed should discuss whether accrued holiday will be taken before or after Adoption Leave.

23. Returning to work

Where the employee takes the full 52 weeks of Adoption Leave, they are expected to return on the date confirmed by Viamed unless a different date has been agreed.

An employee who wishes to return earlier or later than the confirmed date must normally give Viamed at least eight weeks' notice.

Where the employee takes no more than 26 weeks of Adoption Leave, they will normally have the right to return to the same job.

Where the employee takes more than 26 weeks, they will normally have the right to return to:

- the same job; or
- where that is not reasonably practicable, another suitable and appropriate job on terms that are no less favourable.

The employee should discuss any proposed:

- flexible-working request;
- phased return;
- accrued annual leave;
- workplace adjustment; or
- other support

before returning where reasonably practicable.

An employee who decides not to return must provide the contractual notice required to end their employment.

24. Redundancy protection

Employees taking or returning from Adoption Leave have enhanced statutory redundancy protection.

The protected period begins on the day Adoption Leave begins and normally ends 18 months after:

- the date on which the adoption placement begins; or
- the date on which the child enters Great Britain for an overseas adoption.

Where an employee is selected for redundancy during the protected period, they must be offered any suitable alternative vacancy that is available in priority to employees who do not have the same statutory protection.

The protection does not prevent a genuine redundancy where no suitable alternative vacancy exists, but Viamed must follow a fair procedure and must not select an employee because they requested or took Adoption Leave.

25. Shared Parental Leave and Pay

An eligible primary adopter may choose to end their Adoption Leave and Statutory Adoption Pay early so that the remaining leave and pay can be shared with an eligible partner through Shared Parental Leave and Pay.

The primary adopter claiming Statutory Adoption Pay must take at least two weeks of Adoption Leave before ending their Adoption Leave and Pay early.

Up to:

- 50 weeks of Shared Parental Leave; and
- 37 weeks of Statutory Shared Parental Pay

may be available, depending on how much Adoption Leave and Statutory Adoption Pay have already been used.

The primary adopter must provide the required binding notice ending their Adoption Leave and Statutory Adoption Pay. Shared Parental Leave and Pay must be taken within the statutory period following the child's placement.

Employees should refer to CPM 13 for the full Shared Parental Leave and Pay procedure.

26. Paternity Leave

The secondary adopter may be eligible for Paternity Leave and Pay.

The primary adopter and secondary adopter cannot both receive Adoption Leave and Pay for the same placement.

Employees should refer to CPM 07 for the full Paternity Leave and Pay requirements.

27. Neonatal Care Leave

Where a child receives qualifying neonatal care following birth and the employee satisfies the statutory requirements, Neonatal Care Leave and Pay may be available in addition to Adoption Leave.

Where the employee is already taking Adoption Leave, Neonatal Care Leave must normally be taken after Adoption Leave has ended.

Employees should refer to CPM 06 for the full Neonatal Care Leave and Pay procedure.

28. Records and confidentiality

Viamed will maintain appropriate records concerning:

- adoption notification;
- matching and placement dates;
- official overseas-adoption notifications;
- surrogacy declarations;
- Adoption Leave dates;
- evidence supplied;
- Statutory Adoption Pay calculations;
- payments made;
- periods not paid and the reason;
- adoption appointments;
- Keeping in Touch days;
- placement changes;
- return-to-work arrangements; and
- decisions made under this policy.

Statutory Adoption Pay records will be retained for at least three years from the end of the tax year to which they relate.

Information concerning an adoption, placement, surrogacy arrangement, child or family will be treated as confidential and processed in accordance with Viamed's Data Protection Policy and document-retention requirements.

29. Equality and non-discrimination

No employee will be treated unfavourably because they:

- are adopting a child;
- are fostering to adopt;
- are an intended parent in a qualifying surrogacy arrangement;
- requested or took Adoption Leave;
- requested Statutory Adoption Pay;
- attended a qualifying adoption appointment;
- requested a Keeping in Touch day; or

- exercised another statutory family-leave right.

Concerns about discrimination, harassment or unfavourable treatment should be raised through the appropriate company procedure.

30. Responsibilities

The Human Resources Controller is responsible for:

- receiving adoption notifications;
- checking leave and pay eligibility;
- requesting and checking appropriate evidence;
- confirming Adoption Leave dates;
- arranging payroll instructions;
- maintaining appropriate records;
- supporting return-to-work arrangements;
- maintaining confidentiality; and
- ensuring current statutory rates are applied.

Managers are responsible for:

- allowing authorised adoption appointments;
- discussing proposed leave arrangements sensitively;
- arranging suitable work cover;
- maintaining reasonable contact;
- protecting confidentiality; and
- referring Adoption Leave matters to the Human Resources Controller.

Employees are responsible for:

- giving the required notice;
- supplying accurate information;
- providing evidence where required;
- notifying Viamed of placement or arrival-date changes;
- notifying Viamed if a placement does not proceed or ends;
- maintaining agreed reasonable contact; and
- giving the required notice of a changed return date.

31. Review

This policy will be reviewed annually and whenever there is a significant change to adoption legislation, statutory pay rates or official government guidance.

Where there is any conflict between this policy and a statutory employment right, the statutory right in force at the relevant time will apply.