

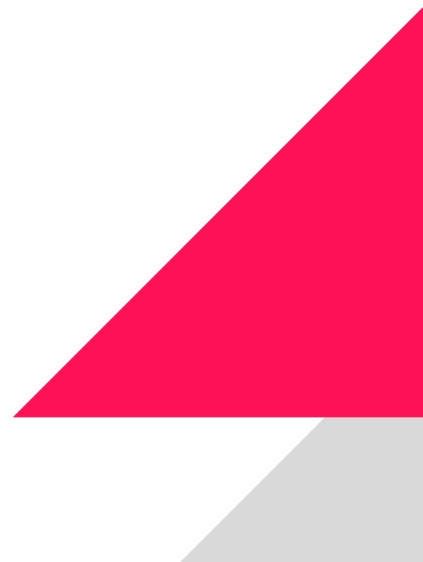
# UK ADOPTION LEAVE GUIDE



# WHAT'S IT ABOUT?

**Congratulations on your exciting news!**

Lots to do, lots to think about and lots of information to find out. Let's keep it quick and straightforward and look at what Adoption Leave is all about



# THE FEATURES

- ▲ Let your manager know your exciting news as soon as you are ready and have confirmation of matching.
- ▲ You can choose which parent takes adoption or surrogacy leave.
- ▲ The facilities team will work through a risk assessment of your working environment with you.
- ▲ Attend all antenatal care appointments of your choice, with no loss of pay or owing back of time.
- ▲ You have the option to take up to 52 weeks' adoption leave which is made up of:
  - Ordinary Adoption Leave for the first 26 weeks.
  - Additional Adoption Leave for the remaining 26 weeks
- ▲ If this is your first adoption whilst working with us and you have 12 months continuous service by confirmation of matching you are entitled to Company enhanced Adoption Pay:
  - 90% of your average weekly earnings for the first 6 weeks of leave.
  - 50% of your average weekly earnings for the next 33 weeks, inclusive of statutory adoption pay.
  - Additional company payments at the current statutory rate for the remaining 13 weeks.

- ▲ Statutory Adoption Pay is available to everyone, with less than 12-month service and a minimum of 26 weeks continuous service:
  - 90% of your average weekly earnings for the first 6 weeks.
  - Statutory Adoption Pay or 90% of your average weekly earnings, whichever is lower for the following 33 weeks.
  - Any remaining maternity leave will be unpaid.
- ▲ If this is your second or subsequent adoption and you previously received enhanced adoption pay, you must have been back at work for a consecutive period of 6 months by confirmation of matching to be eligible for enhanced adoption pay.
- ▲ Your annual leave entitlement will continue to build whilst you are on adoption leave. Basically, you won't lose any of it and the standard carry over rules do not apply. This means you may have quite a healthy leave balance. You may want to consider taking some prior to the start or at the end of your adoption leave.
- ▲ All your company benefits remain in place throughout your leave. The Reward Team will be able to help you with any questions you may have.
- ▲ Returning can be a little daunting, but don't worry you and your manager can arrange up to 10 paid 'keep in touch days' during your adoption leave. These can be useful to get acquainted with new team members, catch up with any changes, have a practice of your child-care arrangements and anything else you feel would be of use.
- ▲ If you change your mind and want to reduce your adoption leave just let your manager know and they can start working on a return-to-work plan with you.
- ▲ If you decide that you aren't returning to work, you will need to resign giving your contractual notice.

**Lots of information to take in.**

**If you have any questions or require specific support in relation to your planned adoption or surrogacy arrangement, please speak with your manager or your HR Business Partner.**



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This document is intended as a helpful guide for employees and summarises the principal Adoption Leave and Pay provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements.