



# A Guide to Adoption and Surrogacy Leave

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## Introduction

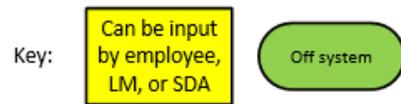
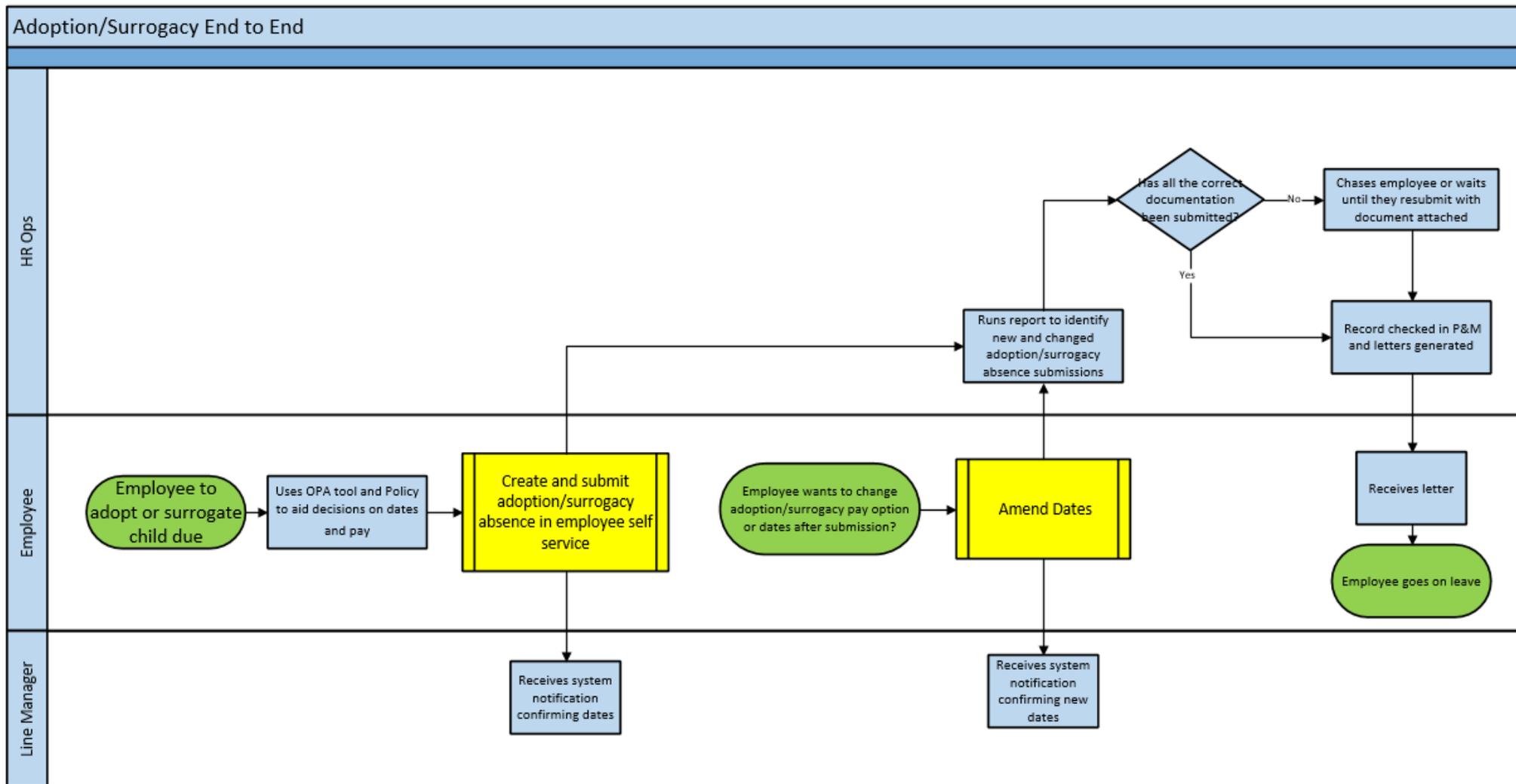
This guidance document has been written to support the end to end business process for Adoption/Surrogacy Leave.

The guidance has been written by stage in the process with the key roles in mind. The responsibilities of a Line Manager and School or Department Administrator may vary between Colleges, Schools and Professional Service Group Departments. Line Managers should contact their local support team to understand the process and responsibilities within their own area. For example, a School or Department Administrator could be performing tasks in the process of a Line Manager.

## Glossary

<b>P&amp;M</b>	People and Money
<b>SAP</b>	Statutory adoption pay
<b>KIT days</b>	Keeping-in-touch days
<b>SPL</b>	Shared Parental Leave
<b>MAT-B1</b>	Maternity Certificate issued by midwife or medical practitioner

# End to End Process Map



## Key Roles

<b>Role</b>	<b>Description</b>
<b>University of Edinburgh Employee</b>	All eligible university members of staff will have access to submit, view and amend their adoption/surrogacy leave.
<b>Line Manager</b>	Direct line managers will receive leave notifications and can also record and amend leave requests on behalf of an employee.
<b>School/Department Administrator (SDA)</b>	Some areas will appoint a designated person within the School or Department to which leave can be amended by, if necessary.
<b>HR Operations</b>	HR Ops will run leave reports, check eligibility and produce employee letters to confirm leave arrangements. Will liaise with payroll, where necessary.
<b>Payroll</b>	Adoption/surrogacy leave pay will be processed through the Payroll

## Before you start

### Policies

Please read the University's [Adoption and Surrogacy Policy](#), which applies to all employees of the University. The policy includes information regarding eligibility, leave, pay, KIT days, antenatal and adoption appointments and terms and conditions during adoption leave. Employees and managers may also wish to refer to the [Annual Leave policy](#), [Absence Management Policy](#) and [Shared Parental Leave Policy](#).

### Neonatal Care Leave

Neonatal Care Leave is available to support parents of newborns requiring neonatal care for seven or more consecutive days (not counting the day the neonatal care starts) within 28 days of birth. The aim of this leave is to allow eligible parents dedicated time to spend with their babies in hospital, without using up their other family leave entitlements (e.g., maternity, partner, shared parental or adoption leave). Further information can be found on the [Neonatal Care Leave](#) webpage and within the [Adoption and Surrogacy Policy](#).

### Subsidiaries

Employees of subsidiary companies should refer to their own Adoption and Surrogacy Policy. Leave entitlement plans for colleagues in subsidiaries (Edinburgh Innovation, Edinburgh University Press and UoE Accommodation Ltd) have been built in the system therefore there is no difference in process for employees from these areas.

### Adoption and Surrogacy Recording

All adoption and surrogacy leave must be input into People and Money. The leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or School Department Administrator needs to input or amend the leave. The requests will be picked up by HR Operations and the line manager(s) will receive a notification. **We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Refer to [Appendix 1](#) for further information.**

### [P&M User Guide – Employee Guide to Family Leave](#)

Adoption and Surrogacy Leave is requested at Person, not Assignment level, and so employees with multiple posts will only request the leave once in the system as the leave must start and end on the same date in every post.

Any existing absences, such as annual leave, that clash with the leave request must be deleted prior to processing the leave.

### Work Schedules

Work schedules in People and Money are critical as they underpin the operation of other functions, such as the annual leave requesting and recording process. Every assignment must have a work schedule and these are normally discussed and agreed on appointment or when there is a change in working hours/pattern or a flexible working request has been made.

It is vital that the work schedule is maintained and is correct prior to the leave start date. The work schedule must be amended on return from leave if the employee wishes to change their working pattern. Further information is available within the [Guidance to Work Schedules](#). Currently SDAs cannot see employee’s work schedules but the employee and the line manager can see the work schedule using the Team Schedule app.

### Step 1 – Before Adoption/Surrogacy Leave

Employees and managers should read the [Adoption and Surrogacy Policy](#) for information and guidance.

Employees must consider if any employment changes will impact their existing salary sacrifice agreements.

Role\Process	Employee	Line Manager/SDA	HR Operations
Early Notification of leave	Employees are encouraged to share their news with their manager as early as possible. If they are employed by the University in more than one post they must notify all of their managers of their intended leave.		
Payment Options and Calculator	Check the <a href="#">Adoption and Surrogacy Policy</a> to find out more about payment options. There is also a Calculator in People and Money that can be used to obtain an estimate of the pay that may be received during leave. Although it is called Maternity Calculator, the pay options are the same for Adoption and Surrogacy Leave. To use the calculator: 1. Log into People and Money	Encourage staff to read the policy to find out about payment option. They can also use the Maternity Calculator in People and Money. Please note, there will be no record of having used the maternity calculator, the responses and the result of the responses will not be stored in People & Money, and no-one in the University will be notified.	

	<ol style="list-style-type: none"> <li>2. Click on Me</li> <li>3. Click on Maternity Calculator</li> </ol> <p><i>(guaranteed hours employees and those due to end employment with UoE due to redundancy – see below)</i></p>	The maternity calculator is purely a tool to help plan for maternity/adoption and surrogacy leave.	
Guaranteed hours	<p>Guaranteed minimum hours employees should contact HR for pay options instead of using the calculator. They should do this by raising a Service Request in People and Money:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Raise an SR</a></li> <li>2. Click on Category</li> <li>3. Select Forms</li> <li>4. Select Interim Forms</li> <li>5. Select Maternity/Adoption/Surrogacy Leave Request</li> <li>6. Add a comment in the Details section to ask for pay options</li> </ol>		HR Ops will liaise with the Payroll team for pay options and get back to the employee
Redundancy	<p>Those due to end employment with UoE due to redundancy, should contact HR for pay options instead of using the calculator. They should do this by raising a Service Request in People and Money:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Raise an SR</a></li> <li>2. Click on Category</li> <li>3. Select Forms</li> <li>4. Select Interim Forms</li> <li>5. Select Maternity/Adoption/Surrogacy Leave Request</li> <li>6. Add a comment in the Details section to ask for pay options</li> </ol>		HR Ops will calculate pay options and get back to the employee

Adoption appointments	<p>Employees must enter their adoption appointments into People and Money and attach their appointment letter or card. Where possible they should try to arrange appointments at the start or end of their working day to minimise disruption to work.</p> <p><a href="#">P&amp;M User Guide - Employee Guide to Special, Other &amp; Unpaid Leave</a></p>	<p>The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them of the request.</p> <p><a href="#">P&amp;M User Guide – Line Manager Guide to Absence and Leave</a></p>	
Antenatal appointments	<p>Employees who are the intended parent in a surrogacy arrangement must enter their antenatal appointments into People and Money and attach their appointment letter or card. Where possible they should try to arrange appointments at the start or end of their working day to minimise disruption to work.</p> <p><a href="#">P&amp;M User Guide - Employee Guide to Special, Other &amp; Unpaid Leave</a></p>	<p>The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them of the request.</p> <p><a href="#">P&amp;M User Guide – Line Manager Guide to Absence and Leave</a></p>	
Formal Notification of Adoption/Surrogacy Leave	<p>Employees should first discuss their plans with their manager(s). To formally notify the University the leave must be recorded in P&amp;M. The end date must also be recorded. If an employee is undecided when they will return to work they should input the end date as the full 52 weeks of leave (planned start date plus 363 days).</p> <p><i>Employees can use an online calculator (such as <a href="http://www.calculator.net/date">www.calculator.net/date</a>) to help calculate the latest possible end date (planned start date plus 363 days).</i></p>	<p><b>Encourage employees to complete this task only once they have ALL the information and documentation required since HR operations cannot confirm their leave with missing information.</b></p> <p>All adoption/surrogacy leave must be input into People and Money. Adoption/surrogacy leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or School/Department Administrator needs to input or amend the leave.</p>	<p>HR Ops will check the eligibility, that documentation has been provided and then they will send a letter to the employee and a copy to the manager and SDA where this is known.</p>

	<p>We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee’s individual circumstances. Please refer to <a href="#">Appendix I</a> as well as the P&amp;M User Guide: <a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a></p> <p><b>Please do not start this task until you have ALL the information required, as HR operations cannot confirm your leave with missing information</b> (for surrogacy see MAT-B1 submission below)</p>	<p>Please refer to <a href="#">Appendix I</a> as well as the P&amp;M User Guide: <a href="#">P&amp;M User Guide – Line Manager Guide to Family Leave</a> <a href="#">P&amp;M User Guide – SDA Guide to Family Leave</a></p>	
MAT-B1 (or alternative documentation) Submission (Surrogacy)	<p>The MAT-B1 (or alternative documentation) should be attached to the leave request in P&amp;M. In an exceptional circumstance that the MAT-B1 is not available, either at all, or when the request needs to be submitted (by the 25<sup>th</sup> week of pregnancy), a comment should be input into the Comment field to make HR aware.</p> <p>The leave can be edited at a later date, the MAT-B1 (or alternative documentation) attached, and resubmitted.</p>		
Change to Leave Dates	<p>If the employee wishes to change their start or end date of leave, they should discuss this with their manager and amend their dates in People and Money. They must do this as soon as possible and normally at least four weeks’ in advance of the new leave start date.</p>	<p>Discuss the new dates with the employee and remind them to amend the dates in People and Money.</p> <p>There may be an exceptional circumstance where the Line Manager or School/Department</p>	<p>HR Ops will pick up this change and issue an amended letter.</p>

	<a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	Administrator needs to amend the leave on behalf of the employee.  <a href="#">P&amp;M User Guide – Line Manager Guide to Family Leave</a> <a href="#">P&amp;M User Guide – SDA Guide to Family Leave</a>	
Annual Leave	Ideally employees should take any outstanding annual leave (i.e. holidays) that they have accrued before they start their leave. <a href="#">P&amp;M User Guide - Employee Guide to Annual Leave</a>	Encourage employees to take any outstanding annual leave before they start their leave. Make sure their record in People and Money is up to date.	
Carry over of Annual Leave	Ideally, holidays accrued during the adoption or surrogacy leave should be taken at the end of the period of leave and before physically returning to work.	If the employee has accrued leave that they have not been able to take and therefore they need to carry over into the following year, their leave balance will require to be manually adjusted. SDAs can do this themselves and guidance on how to do this can be found in the <a href="#">P&amp;M User Guide – How to adjust absence balances</a> . In areas where there is no SDA available to help with this, line managers can raise a service request to HR Operations who can do this.	
Line manager responsibilities in P&M	If a line manager is going on leave, they should delegate their tasks for the duration of the absence to another colleague within their team.  The Line Manager can delegate approval to an individual SDA if to a nominated person. <a href="#">P&amp;M User Guide - How to set up a delegation for a planned or unplanned absence</a>	If the employee goes on leave before they have set up their delegation, the line manager can set up delegation on their behalf.  <a href="#">P&amp;M User Guide - How to set up a delegation for a planned or unplanned absence</a>	

	Delegation applies to all approvals, both employment approvals and leave. Approvals delegated will go to one named person.		
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**Supporting Information**  
[People and Money User Guides](#)  
[Human Resources A-Z of Policies](#)  
[Appendix I](#)

## Step 2 – During Adoption/Surrogacy Leave

Employees and managers should read the [Adoption and Surrogacy Policy](#) for information and guidance about each stage of leave.

Role\Process	Employee	Line Manager/SDA	HR Operations
Keeping in touch days (KIT)	If an employee agrees to attend any KIT days, they will need to decide in advance whether they wish to be paid for the time, or accrue time off in lieu (TOIL). If they choose to take TOIL, they must arrange with their manager when this will be taken. Ideally, this will be at the end of their leave and before they physically return to work.	Enter the KIT days into People and Money.  To submit the form, go into Help Desk and click on the Service Requests app. Go to the Forms heading and select KIT/SPLIT Days from the list. Complete the mandatory fields and click Save and Close to submit <a href="#">P&amp;M User Guide - How to raise and maintain a Service Request enquiry user guide.</a>	
Changing the return date	If an employee wishes to bring their return end date forward they should discuss this with their manager and change their dates in People and Money, giving at least eight weeks' notice of the earlier date.  <a href="#">P&amp;M User Guide – Employee Guide to Family Leave</a>	There may be circumstances where the Line Manager or SDA needs to amend the leave on behalf of the employee.  <a href="#">P&amp;M User Guide – Line Manager Guide to Family Leave</a> <a href="#">P&amp;M User Guide – SDA Guide to Family Leave</a>	HR Ops will pick up this change and issue an amended letter.
Ending (curtailing) leave to take SPL (or for partner to take SPL)	If an employee wishes to end their leave because they wish to take shared parental leave (SPL) they should discuss this with their manager. They must give at least eight weeks' notice and submit the <a href="#">SPL curtailment and entitlement form</a> through a Service Request in P&M: <ol style="list-style-type: none"><li>1. <a href="#">Raise an SR</a></li><li>2. Click on Category</li><li>3. Select Forms</li><li>4. Select Interim Forms</li><li>5. Select Shared Parental Leave</li></ol>		HR Operations will receive the form, check eligibility, and respond to the employee (copying in line managers)

	They must also follow this process if they plan to curtail their leave to allow their partner to take SPL.		
Resignation during adoption/surrogacy Leave	If an employee decides they won't return to work, they must notify their manager as soon as they can.  <a href="#">Go To Section 4</a>		
<b>Supporting Information</b> <a href="#">People and Money User Guides</a> <a href="#">Human Resources A-Z of Policies</a> <a href="#">Human Resources A-Z of Forms</a>			

### Step 3 – Returning from Adoption/Surrogacy Leave

Employees and managers should read the [Adoption and Surrogacy Policy](#) for information and guidance about each stage of leave.

Role\Process	Employee	Line Manager/SDA
Changing working pattern/work schedule/change to working hours	<p>If an employee wishes to request a different pattern of work for their return to work following leave, they have the right to make a flexible working request.</p> <p><a href="#">Flexible Working Policy</a></p>	<p>Consider the flexible working request and follow the procedure in the <a href="#">Flexible Working Policy</a>.</p> <p>Update the employees work schedule, if necessary <a href="#">Guide to Work Schedules</a></p> <p>Any changes that are not related to a flexible working request should be actioned as a Change of Assignment in People and Money. See the <a href="#">Guide to Job Changes</a> for further details.</p>
Other forms of leave (delaying the return)	<p>If an employee wishes to delay their expected return date beyond the 52 week entitlement they may be able to request another type of leave. See the <a href="#">Adoption and Surrogacy Policy</a>.</p>	<p>Discuss the other types of leave available.</p>

Carry-over of annual leave	Ideally, holidays accrued during your leave should be taken at the end of the period of leave and before physically returning to work.	<p>If the employee has accrued leave that they have not been able to take and therefore they need to carry over into the following year, their leave balance will require to be manually adjusted. SDA's can do this themselves and guidance on how to do this can be found in the user guide linked below. In areas where there is no SDA available to help with this, line managers can raise a service request to HR Operations who can do this.</p> <p><a href="#">P&amp;M User Guide - How to adjust balances</a></p>
<p><b>Supporting Information</b>  <a href="#">People and Money User Guides</a>  <a href="#">Human Resources A-Z of Policies</a>  <a href="#">Human Resources A-Z of Forms</a></p>		

## Step 4 – Non-Return from Adoption/Surrogacy Leave

Employees and managers should read the [Adoption and Surrogacy Policy](#) for information and guidance about each stage of leave.

Role\Process	Employee	Line Manager	HR Operations
Redundancy	<p>If the employment ends as a result of a redundancy, and the termination takes effect between a date when the employee is or will be on adoption leave and what would have been the end of the leave, the employee will be entitled to UEAP in full.</p> <p>Payment of any outstanding UEAP and/ or SAP will be made by lump sum at the end of the employment.</p>	Follow any necessary steps as outlined in <a href="#">End to End Process User Guide – Guide to Employment Separation</a>	HR Ops will liaise with payroll and send a letter to the employee

Resignation	<p>If an employee decides they won't return to work, they must notify their manager as soon as possible. They must give notice of their resignation, in line with their Conditions of Employment.</p> <p>If they opted to receive UEAP they will be told how much they need to repay, so that they can agree how this will be repaid before their employment ends.</p>	<p>Process the termination in People and Money, using reason: Non-Return from Maternity Leave</p> <p><a href="#">P&amp;M User Guide – How to process terminations</a></p> <p><a href="#">End to End Process User Guide – Guide to Employment Separation</a></p>	<p>HR operations will liaise with payroll and the employee will be notified of any arrangements required.</p>
<p><b>Supporting Information</b></p> <p><a href="#">People and Money User Guides</a></p> <p><a href="#">Human Resources A-Z of Policies</a></p>			

## Appendix 1

### Adoption and Surrogacy Leave Fields in People and Money

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit your individual circumstances. Below is a table that outlines what information you should input into the fields, to suit your type of leave, and outlines the timeframe for submission within P&M.

\*Rows in Blue are Optional Fields and can be input at a later date if your circumstances change

Field in P&M	Adoption	Overseas Adoption	Surrogacy
<b>Expected Date of Placement</b>	Expected Date of Placement	Estimated Date of Arrival in the UK	Expected Due Date of Baby
<b>Placement Match Date</b>	Date of formal notification of matching with a child? <sup>1</sup>	Official Notification Date	Expected Due Date of Baby
<b>Planned Start Date</b>	Planned Start Date of adoption leave	Planned Start Date of adoption leave	Planned Start Date of surrogacy leave
<b>Planned End Date</b>	Planned End Date of adoption leave	Planned End Date of adoption leave	Planned End Date of surrogacy leave
<b>Reason - Option</b>	Option 1, 2 or 3	Option 1, 2 or 3	Option 1, 2 or 3
<b>Actual date of placement</b>	Date of Placement if different from Expected Date	Actual Date of Arrival in the UK	Actual Birth Date of Baby
<b>Actual start date</b>	Actual start date if different from planned	Actual start date if different from planned	Actual start date if different from planned
<b>Actual end date</b>	Actual end date if different from planned	Actual end date if different from planned	Actual end date if different from planned

<b>Time Frame for submission within P&amp;M</b>	This information should be input and submitted within seven days of being matched with a child, and at least 28	This information should be input and submitted within 28 days of getting	This information should be input and submitted at least 15 weeks before the baby's due date.
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	days in advance of your anticipated leave start date.	notification of the estimated date of arrival in the UK.  The actual date the child arrives in the UK can be input at a later date, within 28 days of the arrival date.	
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