

## Adoption Leave Policy

Date: November 2018

Review Date: November 2021

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<b>Policy Title</b>	<i>Adoption Leave Policy</i>
<b>Policy Number:</b>	<i>POL 65</i>
<b>Version</b>	<i>1.0</i>
<b>Policy Sponsor</b>	<i>HR Manager</i>
<b>Policy Owner</b>	<i>Director of Business Support</i>
<b>Committee</b>	<i>Business Support Committee</i>
<b>Date Approved</b>	<i>December 2018</i>
<b>Date Screening Documentation Signed</b>	<i>1 June 2018</i>
<b>Date Rural Needs Impact Assessment Signed</b>	<i>1 June 2018</i>
<b>Date Set For Review</b>	<i>In line with legislative requirements</i>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• <i>Managing Attendance at Work Policy</i></li> <li>• <i>Discretions Policy on Pension</i></li> <li>• <i>Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)</i></li> <li>• <i>Career Break Policy</i></li> <li>• <i>Parental Leave Policy</i></li> <li>• <i>Paternity Leave Policy</i></li> </ul>

## **1. INTRODUCTION**

- 1.1 This Adoption Leave Policy has been developed in keeping with The Maternity and Parental Leave etc. (Amendment) Regulations (Northern Ireland) 2015.
- 1.2 The provisions of this Adoption Leave Policy apply to all staff who work for Libraries NI, including those working full-time and part-time on a permanent, temporary or fixed term basis as applicable to their terms and conditions of employment.
- 1.3 The policy and accompanying procedures have been subject to consultation and agreement with the Trade Union Side of The Negotiating Committee for Libraries NI. The policy and procedures will be reviewed with Trade Union Side after three years, or earlier if dictated by legislation.

## **2. PURPOSE**

- 2.1 The purpose of the policy and accompanying procedure is to:
  - provide a clear framework and application process within which staff working for Libraries NI are expected to adhere to when applying for adoption leave
  - ensure staff know the eligibility requirements for adoption leave.

## **3. POLICY**

- 3.1 Libraries NI will:
  - inform employees and managers of the Libraries NI policy and procedures for adoption leave
  - maintain information in a lawful manner and facilitate a consistent approach to ensure Libraries NI treat employees fairly and consistently.

## **4. AUTHORITY**

### **4.1 Policy Sponsor**

The Director of Business Support is the Policy Sponsor.

### **4.2 Policy Owner**

The Human Resource Manager is the Policy Owner and is responsible for its regular review.

#### **4.3 Policy Contact**

Any member of staff who requires further information about the Adoption Leave Policy should contact the Human Resources Department.

### **5. RELATED DOCUMENTS**

#### **Policies**

- Managing Attendance at Work Policy
- Discretions Policy on Pension
- Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)
- Career Break Policy
- Parental Leave Policy
- Paternity Leave Policy

#### **Procedures**

- Adoption Leave Procedures
- Managing Attendance at Work Procedures
- Career Break Procedures
- Parental Leave Procedures
- Paternity Leave Procedures.

#### **Guidelines**

- Managing Annual Leave and Statutory Leave
- Domestic Leave
- Work/life balance.