

Adoption policy

Congratulations on your pending parenthood

Adopting a child can be an exciting time and we will do all we can to support you through this process. This policy applies to all colleagues who are planning to adopt and outlines the legal obligations relating to adoption leave as well as the entitlements you may qualify for.

**Please be aware any reference to partner includes same-sex and civil partners*

If you are planning to adopt

You should let your manager know about your plans as soon as possible. Please also email your divisional HR Services contact as they will keep a record and send you a letter to confirm your benefits.

As a prospective adoptive parent you are able to share seven occasions of time off for pre-adoption contact visits (five occasions for one parent at full pay and two occasions for the other parent unpaid). These should be arranged with your line manager. If more pre-adoption contact visits are needed these should be taken as annual leave and discussed with your line manager in the usual way.

Officially, we need to know about your adoption within seven days of you being told when your child is due to move in with you. If you and your partner are jointly adopting a child, then one of you must elect to be the child's adopter in order to be eligible for adoption leave.

For UK adoptions, once you have been matched with a child you will be given a Matching Certificate, which confirms the details of the adoption and when the child will officially be placed with you. Please send the original certificate to your divisional HR Services contact within two weeks, stating the date you would like your adoption leave to start so we can arrange your adoption pay.

You can take adoption leave from the date the child comes to live with you, or up to 14 days earlier. Everyone can take up to 52 weeks' adoption leave regardless of how long you have worked for us. This is made up of Ordinary (the first 26 weeks) and Additional (the remaining 26 weeks). If you want to change the date your leave starts, you need to give us 28 days' notice.

Unfortunately, you are not entitled to adoption leave or pay if you adopt a step child or family member, become a special guardian or kinship carer or if you adopt privately i.e. without permission from a UK authority or adoption agency.

Overseas adoption

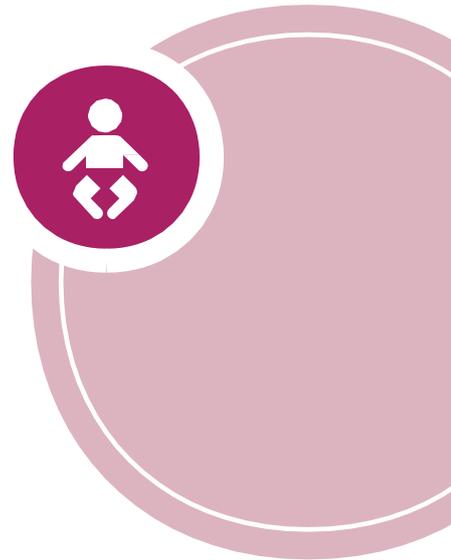
If you're planning on adopting a child from overseas, the same UK adoption leave period for 52 weeks' leave will apply. To be eligible for overseas adoption you must:

- Be the child's adopter (if you and your partner have jointly adopted the child, only one of you is entitled to take adoption leave) *and*;
- Have received notification from the relevant UK authority confirming that the adoption has been approved ("Official Notification"). This certificate confirms that the adopter has been approved to be a suitable adoptive parent to adopt a child from overseas.

As with UK adoption, you should let your manager know as soon as possible of your plans to adopt from overseas and email your divisional HR Services contact. You will need to give us:

- Written notice (within 28 days) of the date you receive an Official Notification and the date on which your child is expected to arrive in Great Britain;
- 28 days' written notice of your intended start date for adoption leave (i.e. the date of, or within 28 days of, the child's arrival in Great Britain)
- The actual date the child arrives in Great Britain (within 28 days).

For your divisional HR Services contact to process your leave, please send the original Official Notification and the child's arrival date in the form of a plane ticket or copies of entry clearance documents within 28 days of the child entering Great Britain.



Surrogacy and fostering to adopt

If you and your partner have a child born through a surrogacy arrangement and become the child's legal parents by applying for a parental order, then the conditions of adoption leave as detailed within this policy will apply. One of the parents must be genetically related to the child, and you and your partner must be in a relationship where you are either married, civil partners or living as partners. You and your partner must also have the child living with you and reside permanently either in the UK, Channel Islands or Isle of Man.

We may require you to send us the parental order. In the event you do not have a parental order, you must provide us with a statutory declaration to confirm that in the six months after the baby's birth, you intend to apply for a parental order and you expect the order to be granted.

Your adoption leave in a surrogacy situation will start on the day the child is born or the day after.

If you are local authority foster parents, who are also prospective adopters ("foster to adopt") and have been notified of a child's placement, you are also entitled to take adoption leave.

Adoption pay

The amount of adoption pay you receive will depend on how long you have worked with us at the end of your Matching Week (the week you are notified you have been matched with your child). All payments are subject to tax and national insurance deductions and are paid monthly through the payroll on your normal payday.

Less than 26 weeks' service

- Unfortunately, you are not entitled to ITV adoption pay, but you may be eligible for financial support which is paid to you direct from the Benefits Agency.
- Please contact HR Services for further information.

Between 26 & 52 weeks' service

- Six weeks at higher Statutory Adoption Pay (SAP), which is either 90% of your average earnings or full salary if higher
- 33 weeks at SAP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services (or same rate paid in the first six weeks if this is lower)

More than 52 weeks' service

- Six weeks at higher SAP, which is either 90% of your average earnings or full salary if higher
- 12 weeks' full pay
- 21 weeks at SAP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services (or same rate paid in the first six weeks if this is lower)

During adoption leave

Your terms and conditions will continue whilst you are on adoption leave and you will still receive all contractual benefits, except for your usual salary. Any bonus payment will be pro-rated to reflect the period of adoption leave taken.

- Annual leave will accrue throughout your adoption leave as if you were still at work. You are encouraged to take any outstanding annual leave for the current leave year before you start your adoption leave. Please agree this with your manager in the usual way. You will need to agree how and when this will be taken with your manager (you may consider using some leave before your return to work). You are also entitled to receive an additional day's leave in lieu for any statutory bank holidays, which fall when you are on adoption leave.
- If you are in the Pension or Sharesave scheme, your membership will continue. Please contact your divisional HR Services team to discuss how your contributions may be affected by your change in pay.
- If you are in the Relish scheme, please refer to Relish online at <http://www.itvrelish.com/> to see how your benefits may be affected by your change in pay.
- Remember you can still apply for internal job vacancies. If you are interested in other positions whilst you are on adoption leave, please check the jobs page on the ITV Intranet and apply as usual. If you don't have internet access at home, then please contact the Resourcing team if you are interested in applying for other roles.
- In serious personal circumstances where you may require more time off, please talk to your line manager and HR contact.

Keeping in touch

Keeping in touch with your manager and your colleagues whilst you are on adoption leave can help make your return to work run more smoothly. Your manager will be keen to hear how you are getting on and will want to keep you updated on important things at work. However, we do realise that you will have your hands full with a new addition to the family!

You will receive any standard ITV letters to your home address in the usual way but you should feel able to contact work at any time if you have any queries on anything. It might be useful to discuss what contact you will have with your manager before your adoption leave starts, so you both know what to expect.

You can use 'Keeping in Touch' days on adoption leave to come into work for a variety of reasons i.e. to attend a training course, attend a meeting or just to help you settle back into work. You will be paid your usual daily rate of pay, on top of any adoption pay you are already receiving and you may apply for up to 10 keeping in touch days in total.

You are under no obligation to use keeping in touch days but if you are interested in using some days, it is up to you and your manager to agree how and when they could be used. If you need any further guidance, please contact your divisional HR Services team.

Please let us know if any of your personal details change whilst on adoption leave so we can keep in contact with you.

Returning to work

We will assume you will take the full 52 weeks' leave unless you tell us otherwise. The date you are due to return to work will be exactly one year after your adoption leave started and this will be confirmed to you in writing. You can come back sooner if you choose, you just need to give us at least eight weeks' notice in writing so we can make arrangements for your return. If you confirm a date and then change your mind, you should give us at least eight weeks' notice of the new date.

You have the right to return to the same job on the same terms and conditions, as if you had not been on adoption leave. However, if you are on adoption leave for 26 weeks or more and if there is a reason why it is not reasonably practicable for you to return to the same role, you will be offered a comparable job on terms and conditions which are no less favourable than your original role.

If you decide to return to work early, you may be able to share any remaining adoption leave with your partner as Shared Parental Leave. It gives colleagues with caring responsibilities, the opportunity to share up to 50 weeks' leave within the first year following the birth or adoption, with their partner, so giving you more choice and flexibility over how you manage your childcare during this time. For further information, please see the Shared Parental Leave policy or contact your divisional HR Services team.

We understand your circumstances may change after adopting and you may wish to consider flexible working. Please refer to the Flexible Working policy and if you decide to apply, please give your manager as much notice as possible so they have plenty of time to consider your request before you are due back to work. Consideration may also be given to a more temporary or short term phased return to work – please see the Flexible Working Policy for more information on an informal arrangement.

Returning to work after adoption leave is classed as a life event under the Relish scheme. Following the introduction of the government's new Tax-Free Childcare scheme, the Relish childcare voucher benefit is closed to new entrants. To find out about the different ways the government could help with your childcare costs visit www.childcarechoices.gov.uk and www.gov.uk/childcare-calculator.

If you have any questions about this policy, please contact your divisional HR Services team.

If you require any reasonable adjustments or have any accessibility needs to support you through this process, please talk to your line manager/HR contact.

Best of luck with your new arrival!