

Adoption leave and pay - Policy

BIS does not currently have a common adoption leave and pay policy. The following adoption leave and pay policy, procedure and advice pages therefore aim to bring together common elements from the existing legacy arrangements that all employees can refer to and will highlight where legacy arrangements differ.

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1.9 Annual leave

Employees retain their contractual entitlement to annual leave, as well as public and privilege holidays, throughout the 52 week adoption leave period. For part-time employees, or employees who do not take the full 52 week adoption leave period, annual leave and public and privilege holidays will accrue on a pro rata basis.

Annual leave cannot be taken in between Ordinary and Additional Adoption Leave.

Employees may, with their line manager's approval, take any annual leave and / or public and privilege holiday entitlement they will accrue during the adoption leave period either:

- before the start of their adoption leave; or
- at the end of their adoption leave period and immediately before returning to work.

The normal carryover arrangements will apply to any unused leave which has been accrued up to the start date of the adoption leave period.

Unused leave accrued during the adoption leave period which could not be taken before the end of that leave year can be carried over into the next leave year in excess of the normal carryover arrangements. This applies only to the end of leave year immediately following the employee's return from adoption leave.