

# Adoption Leave Policy

## Overview & Purpose

Adoption Benefits (Adoption Leave and Adoption Pay) are applied in line with both UK and European legislation.

All employees employed on UK terms and conditions, regardless of their length of service, are entitled to take 52 weeks' Statutory Adoption Leave (SAL).

Adoption leave and pay in other jurisdictions will be in line with prevailing legislation. Inmarsat has an adoption policy in order to support equal opportunities and diversity within the workplace and to comply with current UK employment legislation. To retain skilled and experienced staff Inmarsat's adoption policy, coupled with its flexible working policy, meets and may exceed any statutory minimum.

## Scope

This policy covers all Inmarsat employees employed under UK terms and conditions, who are adopting a child or having a child through a surrogacy arrangement. It also provides guidance to the provisions that may be made outside the UK unless local terms or legislation dictate otherwise.

## Policy

### Statutory Adoption Leave (SAL)

Employees are entitled to take up to 52 weeks' SAL. The SAL period is made up of 26 weeks' Ordinary Adoption Leave (OAL) followed immediately by 26 weeks' Additional Adoption Leave (AAL).

### Notification and confirmation requirements

Initially, employees should discuss their adoption leave requirements with their Line Manager. Following these discussions, the line manager will seek advice from HR.

Having provided proof of the adoption, employees, should provide written notification to their Line Manager of the following:

- > How much leave they want to take
- > The date of the start of the leave
- > The date of placement – the expected or actual date the child is placed with them.

Employees in surrogacy arrangements must inform their manager when the baby is due and when they want to start their leave.

HR will confirm the adoption leave in writing.

### **Adoption appointments**

The main adopter is entitled to paid time off to attend up to 5 adoption meetings. The secondary adopter is entitled to unpaid leave to attend up to 2 adoption meetings.

### **Antenatal care**

Parents in a surrogacy arrangement have the right to unpaid leave to attend up to two antenatal appointments with the surrogate mother.

### **Starting SAL**

Adoption leave can start:

- > on the date the child starts living with the employee or up to 14 days before the expected placement date (UK adoptions)
- > when an employee has been matched with a child to be placed with them by a UK adoption agency
- > when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- > the day the child is born or the day after for parents in surrogacy arrangements

### **During Adoption Leave**

Reasonable contact between the company and the employee should be maintained while the employee is on adoption leave. Remote access to the Intranet will continue as normal to enable the employee to keep up to date with company related issues.

During adoption leave the employee is entitled to ten "keeping-in-touch" (KIT) days, which enable them to come into the office on days agreed between the individual and their manager in order to keep up-to-date with work related issues without bringing their adoption leave to an end. These days may be for training, or for particular events, are not compulsory for either the employee or the employer, and should be agreed on an individual basis. The days will be paid.

### **Adoption pay**

Statutory Adoption Pay (SAP) is made up of 2 elements:

- > 90% of average earnings for weeks 1 to 6 of OAL
- > A fixed amount for the following 20 weeks of OAL and the first 13 weeks of AAL

Additional Adoption Pay (AAP) is paid as top-ups by Inmarsat

- > Top-up of the 90% payment in weeks 1 to 6 to make 100% average salary
- > Top up of the fixed amount in weeks 7 to 16 of OAL to make 100% salary

A schematic is enclosed at Appendix I.

### **A change to the planned return date from adoption leave**

If, whilst the employee is on adoption leave, they decide that they wish to change their planned return date, they should let their line manager know as soon as possible.

## **Employment terms and benefits during adoption leave**

### ***Continuity of employment***

Adoption leave is not a break in service.

### ***Bonus plan***

An employee on adoption leave will be eligible to receive bonus payments for the period that they were at work plus the period of OAL for which they receive pay.

### ***Salary review***

If applicable, salary increases can be made during adoption leave as normal.

### ***Benefits***

During the entire period of adoption leave, all benefits will continue as normal.

### ***Annual leave***

Throughout adoption leave employees will continue to accrue annual leave at their normal accrual rate.

### ***Pension scheme***

During the full pay period of OAL (i.e. the 16 weeks of full salary), if employees are members of the pension scheme, contributions will remain unchanged. During the period the employees are receiving SAP, they can choose whether their contribution is a percentage of SAP or a percentage of basic salary.

### ***Pension during Additional Adoption Leave***

During AAL, employees have the following options with regard to the Pension Plan:

- > To continue to pay their employee contributions throughout unpaid adoption leave. In this case, Inmarsat will continue to pay the employer contributions
- > To discontinue their contributions during unpaid adoption leave, causing a break in pensionable service. The break in pensionable service will be from the beginning of AAL until the return to work date. If an employee is a member of a PensionSaver pension plan they should check the implications of this decision with HR
- > To delay their decision regarding pension until their return to work.

### **Returning to work after adoption leave**

- > The employee has the right to return to work after the birth of their baby, provided they are still employed by Inmarsat at that time
- > If the employee returns to work at the end of OAL, they are entitled to return to work in the position in which they were employed before they went on adoption leave.
- > If the employee returns after taking AAL, suitable alternative employment (SAE) must be offered to them. SAE is a legal term for employment that may be similar to the original role. Factors which may be relevant when determining whether a job amounts to suitable alternative employment include, but are not limited to:
  - the type of work

- terms of employment hours, pay and overtime
- seniority

It should be noted that it would be unusual, but not impossible, for the employee's role not to be available for them at the end of AAL.

- > If the employee confirms that they do not intend to return to work, the manager can replace them on a permanent basis.

### **Shared Parental Leave (SPL)**

The employee and their partner can both get shared parental leave. Employees should liaise with HR if they choose to take shared parental leave. Please see the Shared Parental Leave Policy for more detailed information.

Appendix I																																																				
Adoption leave weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Adoption leave	OAL																										AAL																									
SAP	90%	lower rate SAP (OAL)					lower rate SAP																										no pay																			
AAP	topped up to full pay																																																			