

Adoption Informal Meeting Guide 2

This meeting guide is the second in a series to support you in conversations once a member of your team has told you that they're adopting a child. The guides are here to help you talk about Adoption Leave related matters with the colleague and to deal with any concerns they may have so they feel supported throughout the process.

There's no need to use the exact wording below, it's just a guide – so use your personal style and language. But it is really important that you ask and record answers to the questions in bold as these are about key things that need to happen in the adoption leave process.

You don't need to return this form to HR Services – just keep a copy.

Colleague details

Colleague name	
Business/Location	
Job title	
Date of meeting	

Review

Do you have any appointments coming up in relation to your adoption? Yes / No

[IF YES] How do you think these might impact your work?

- Record details of any adoption appointments and arrangements for covering work where required.

Remember: All colleagues who are adopting a child, regardless of how long they've worked here or how many hours they work, are entitled to paid time off to five attend adoption appointments. Wherever possible these appointments should be arranged at the beginning or the end of the day, or on days that the colleague doesn't normally work, so they don't impact the business too much.

Adoption Pay

Have you received your AL3 form which explains the dates of your Adoption Leave and pay entitlements? Yes /No

Do you have any questions about your Adoption Leave or pay? Yes / No

- Records any concerns regarding adoption pay and actions agreed to resolve them

Remember: Adoption pay is based on the colleague's average earnings during the eight weeks before the week they're told that they've been matched with a child for adoption. If the colleague has further questions you can contact HR Services on 0330 606 1001.

Adoption Leave

Can you confirm when you're intending to start your Adoption Leave?

Date: _____

Remember: If the colleague wants to change the start date of their Adoption Leave they can, as long as they give you 28 days' notice in writing (unless this isn't practically possible.)

Keeping in Touch

How would you like me to keep in touch with you during your Adoption Leave?

- Record what you agree with colleague about how to communicate [phone, emails, text etc.] and how often. Also record if you agree to send any specific communications, such as team/departamental briefings or newsletters.

Have you given any thought at this stage whether you'd like to attend any Keeping in Touch (KIT) days while you're on Adoption Leave? Yes / No

- Record anything you agree with the colleague about KIT days

Remember: Colleagues may take up to 10 KIT days. They'll get paid for any days that they come into work, dependent on the hours they attend. If they're in the SAP period their pay will be topped up to their normal rate of pay. Payment won't ever be more than a normal days' pay and is subject to usual tax and National Insurance deductions. Any day that they attend work counts as one KIT day, regardless of how long they work for, and KIT days can't be taken as half-days. All KIT days must be agreed between you and the colleague.

Flexible Working

[If you haven't already discussed this] Are you looking to change your hours of work at all when you come back to work? Yes / No

- If yes, record details below

Are you aware of the Co-op's Flexible Working policy? Yes / No

- If the colleague would like a copy of the [Co-op Flexible Working Policy](#), this can be found on the Intranet

Remember: If the colleague wants to change their working hours or pattern when they come back to work, they can make a flexible working request. So this can be dealt with before their return to work, ideally they should discuss this with you 12 weeks before their return. You could arrange a KIT day to talk about any flexible working arrangements.

Returning to Work

Do you know the date that you would like to return to work? Yes / No

Date (if known): _____

Remember: HR Services will assume that the colleague will be taking the maximum 52 weeks' leave unless they're told otherwise. If the colleague informs you they want to return before the end of their leave entitlement, you need to let HR Services know.

Remind the colleague if they change their mind and want to return earlier (either than the agreed date or the end of their Adoption Leave entitlement), they'll need to give you eight weeks' notice. If they don't you should do your best to accommodate their request, but it might not be possible.

Colleague questions

Do you have any questions or concerns at this stage?

➤ Record any questions and update with the answers given.

Questions	Answers

Employee Assistance Programme

Remember we have an [Employee Assistance Programme](#) (EAP) who can provide colleagues with support. They can contact the EAP on 0800 069 8854. It's independent and totally confidential. And there's no charge for Co-op colleagues.