To qualify for SAP you must:

- Have worked at College continuously for at least 26 weeks ending with the week in which you are notified of being matched with a child for adoption; and
- Have earned above the “Lower Earnings Limit”² in the 8 weeks leading up to the date you were notified of being matched with a child.

To qualify for SAP in relation to overseas adoption you must:

- Have worked at College continuously for at least 26 weeks ending with the week in which you receive your “official notification” (i.e. permission from a UK authority that you can adopt from abroad); and
- Complete form SC6

To qualify for enhanced pay under the College Scheme, you must:

- Have more than 26 weeks’ continuous service¹ ending with the week in which you are notified of being matched with a child for adoption, or, in respect of surrogacy arrangements, where the baby is the subject of a Parental Order, ending 28 days before you intend to start your leave.

¹Adoption/Surrogacy Leave and Pay will not be available in circumstances where a child initially placed as part of a fostering arrangements is adopted (with the exception of “Fostering to Adopt” arrangements), where a step-parent is adopting a partner’s child, where you are becoming a special guardian or kinship carer, or for a private adoption arrangement.

²Where you are jointly adopting from overseas, and you are the partner taking Adoption/Surrogacy Leave, you will also need to complete Form SC6 (available at: https://www.gov.uk/government/publications/statutory-adoption-pay-and-leave-adopting-a-child-from-abroad-sc6) to confirm you are not taking Statutory Paternity Leave or Statutory Paternity Pay.

³Where, as an alternative to adoption, the baby is the subject of a Parental Order following a legal surrogacy agreement, in addition to a copy of the MATB1 certificate issued to the surrogate, you must also provide the...
To qualify for SAP in relation to a surrogacy arrangement you must:

- Have worked continuously for your employer for at least 26 weeks by the 15th week before the baby’s due;
- Intend to apply for a Parental Order; and
- Expect the Parental Order to be granted (e.g. because you don’t have any convictions involving children, and the bearing parent(s) agree to the arrangement).

<table>
<thead>
<tr>
<th>Pay details</th>
<th>If you meet the criteria above, you are entitled to:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>- Up to 39 weeks’ SAP of which 6 weeks is paid at 90% of average earnings and 33 weeks at the lesser of 90% of average weekly earnings or the statutory standard rate, currently £139.58 per week</td>
</tr>
</tbody>
</table>

If you meet the criteria above you are entitled to:

- Up to 18 weeks’ full pay[^4][^5]; plus
- 21 weeks’ at SAP (paid at the lesser of 90% of earnings or the statutory standard rate, currently £139.58 per week); and
- up to 13 weeks’ unpaid leave

Please note: In addition to the eligibility criteria set out above, College Adoption or Surrogacy Pay will normally only be paid if you are entitled to Statutory Adoption Pay (please seek advice from HR if you are at all unsure about this).

[^1]: College adoption/surrogacy pay entitlements apply to staff who were first appointed on or after 4 May 1999 or have been promoted/transfered from a different staff group since that date. If you were appointed prior to 4 May 1999, contact your local HR representative to discuss entitlements.
[^2]: If you are unsure whether you have earned above the Lower Earnings Limit, your HR contact will be able to assist you.
[^3]: The College will recognise previous continuous University of Trust service for the purposes of College Adoption/Surrogacy pay for the following categories of staff: Professor, Reader, Non-Clinical and Clinical Senior Lecturer, Non-Clinical and Clinical Lecturer and Clinical Research Fellow
[^4]: Where a member of staff is in receipt of College Adoption Pay, SAP is an inclusive part of that payment.
[^5]: If you decide not to return to work or return but do not continue in employment for at least three months, the College has the right to reclaim the enhanced element of your adoption/surrogacy pay.