

HR Division

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Continuous service	The date you commenced working for the University, which will normally be found in your initial appointment letter. This date is important as it is used to calculate your eligibility for adoption leave and pay.
DWP	Department for Work and

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6 Not returning to work

- 6.1 If at the outset you are sure that you do not intend to return to work after your adoption leave, you should submit your resignation to Human Resources. Your right to return is ~~thereby~~ ^{ended} and you cannot subsequently change your mind. If you are thinking about resigning, it is recommended that you contact Human Resources to make sure that you have considered all of your options.
- 6.2 If during your adoption leave you decide ~~not to~~ ^{to} return to work having notified an intention to return, you should submit your resignation to Human R

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10 Pension contributions during adoption leave

Paragraphs 10.1 to 10.5 apply if you are not in salary exchange

Paragraphs 10.6 to 10.10 apply if you are in salary exchange

Paragraphs 10.11 to 10.14 apply to all

- 10.1 If you are a member of USS or USPAS you will automatically continue to pay pension contributions during your period of paid adoption leave. Pension contributions will be based on your adoption pay. The University will pay the balance of your contributions and the employer's contributions based on the pay you would have been earning had you not been on adoption leave. This period will count as pensionable service and you will be covered for early retirement on ill health grounds and death in service, subject to the rules of the relevant pension scheme.
- 10.2 If you are a member of USS or USPAS, at the end of your paid adoption leave period you have the option of maintaining your contributions based on the salary you would have received had you not been on adoption leave. If you decide to do this the University will pay the appropriate employer's contribution. If you wish to maintain pension contributions in this way you should contact Human Resources (Payroll) at least six weeks before the start of your adoption leave (or as soon as reasonably practical) to make arrangements for the payment of your outstanding contributions when you return to work.
- 10.3 If you are a member of USS or USPAS and you do not qualify for paid adoption leave (i.e. you only qualify for 26 weeks' unpaid ordinary adoption leave and 26 weeks' unpaid additional adoption leave), the University will pay both the employee's and the employer's contributions during the 26 weeks' ordinary adoption leave period, which will count as pensionable service. During the 26 weeks' additional adoption leave you will have the option of maintaining your contributions based on the salary you would have received had you not been on adoption leave. If you decided to do this the University will pay the appropriate employer's contribution. If you wish to do so you should contact Human Resources (Payroll) at least six weeks before the start of your adoption leave (or as soon as reasonably practical) to make arrangements for the payment of your outstanding contributions when you return to work.
- 10.4 If you are a member of USS or USPAS and you decide to maintain your pension contributions during any unpaid adoption leave period, your membership will be suspended. This period of suspended membership will not count as pensionable service. During suspended membership on adoption leave, however, cover for early retirement on ill health grounds and death in service is maintained, subject to the rules of the relevant pension scheme.
- 10.5 If you are a member of the University of Sussex Pension & Savings Scheme (USSPS) continue to contribute at your chosen percentage of salary during Ordinary Adoption Leave and unpaid periods of Additional Adoption Leave. Your contributions will be based on your adoption pay. The University will pay employer's contributions based on the pay you would have been earning had you

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not been on adoption leave. During unpaid adoption leave your membership will be suspended but you will continue to be covered by the Group Life Assurance and Income Protection Schemes. When you return to work you may, if you wish, increase your contribution percentage to make up the contributions missed whilst on unpaid adoption leave.

- 10.6 If you are a member of USS or USPAS the University will automatically continue to pay pension contributions during your period of paid adoption leave. Pension contributions will be based on your normal pay. The University will pay full contributions based on the pay you would have been earning

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