

Adoptive Leave Application Form – HR 108 (a)

This form is to be used by employees to apply for Adoptive Leave and/or Additional Adoptive Leave. Please note you are required to give a minimum of four weeks notice to your employer before taking Adoptive leave/ additional adoptive leave. Please complete form in Block Capitals/Tick appropriate boxes. Date Format DDMMYYYY

Section 1. To be completed by the employee																	
Surname:						First Name:											
Grade:						Personnel No.:											
Location:						PPS No:											
Section 2. Leave Details																	
For Duration of each leave type please read the HSE Adoptive leave policy																	
Section 3. Absence Type																	
			Tick	Start Date					End Date								
Adoptive Leave			<input type="checkbox"/>	From							To						
Additional Adoptive Leave			<input type="checkbox"/>	From							To						
Additional Adoptive Leave ¹ (Foreign adoption)			<input type="checkbox"/>	From							To						
Section 4. Public Holidays																	
Employees absent on adoptive leave or additional adoptive leave retain leave entitlements in lieu of public holidays which fall during such absences. You are required to take any such leave on the completion of your leave (adoptive leave, additional adoptive leave, adoptive leave or additional adoptive leave)																	
				Start Date					End Date								
Leave in Lieu of Public holidays				From							To						
Section 5. Additional Information																	
Expected date of placement																	
Note: Please enclose official confirmation of expected date of placement																	
Section 6. Social Welfare																	
For staff paying Class A PRSI contributions Please ensure that you have made application to the department of Social, Community & Family Affairs for payment of adoptive benefit (AB1 Form)																	
I have enclosed certification to confirm the Expected Date of Placement										Please Tick			<input type="checkbox"/>				
I confirm that I have read and understand the adoptive leave policy and the explanatory notes included in Appendix 1																	
Signature						Date											
Name (Print)						Contact Tel No											

¹ In the case of a foreign adoption, some or all of the 4 weeks' additional adoptive leave may be taken immediately before the date of placement

If Faxing please ensure Employee's Name and Personnel Number are included on each page of the form

Employee Name: _____ **Personnel No:** _____

Section 7. To be completed by the Line Manager

Checklist

All PRSI Class A Employees Placement Cert received AB1 to Dept S.W.

Class D Officers Placement Cert received

Average Hours worked per week _____ (Hours to be paid on Adoptive Leave)

If this employee on a fixed term or specified purpose contract please indicate if the period of leave applied for is covered by the tenure of their contract Yes No

If No please provide expiry date of contract _____

I have checked the relevant supporting documentation requires for the leave requested and confirm that this application complies with the terms outlined in the HSE Adoptive Leave policy

Signature _____

Name (Capitals) _____ Grade _____

Contact Phone No _____ Mobile No _____

e-mail address _____

Section 8. Delegated Officer Approval

Name (Print) _____ Signature _____

Tel No. _____ Date _____

Decision No. _____

Section 9. Payroll Section

Location Code _____

Name (Print) _____ Signature _____

Tel No _____ Date _____

Section 10. To be completed by Human Resources Personnel Administration

System updated by _____ Name (Print) _____

Contact Phone No: _____ Date _____

Comments _____

Section 11. Circulation List

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Explanatory Notes on Adoptive Leave

The Adoptive Leave Acts 1995 and 2005 provide for the granting of adoptive leave to the following:

- All adopting mothers
- All sole male adopters
- All adopting fathers where the adopting mother has died before or during the period for adoptive leave or additional adoptive leave.

Adoptive Leave Entitlements

An employee is entitled to 24 consecutive weeks' (paid) adoptive leave.

An employee is also entitled to take 16 weeks' (unpaid) additional adoptive leave immediately after the end of ordinary adoptive leave.

In the case of a foreign adoption, some or all of the 16 weeks' additional adoptive leave may be taken immediately before the date of placement.

Notification Requirements

An employee must give notice in writing, at least 4 weeks before the expected day of placement of the child, of his / her intention to take adoptive leave. If the day of placement is postponed the leave may be postponed until the new day of placement.

An employee must give at least 4 weeks' notice in writing of his/her intention to take additional adoptive leave.

Payment while on Adoptive Leave

While the adoptive leave legislation does not protect the employee's entitlement to remuneration, the health service operates an adoptive pay scheme as follows:

All employees on adoptive leave are entitled to their basic pay plus normal fixed allowances less any adoptive benefit to which they may be entitled on foot of their social welfare contributions. This does not include additional amounts due to nightwork, overtime, shiftwork, working unsociable hours, standby or on-call allowances.

Employees are required to make the necessary claims for adoptive benefit to the Department of Social and Family Affairs within the required time limits and to comply with whatever requirements are laid down by that Department as a condition of claiming benefit.

No payment is made in respect of additional adoptive leave.

Attendance at Pre-adoption Classes and Meetings

Adopting parents are entitled to time off during work hours without loss of pay to attend preparation classes and pre-adoption meetings with social workers/ Health Service Executive officials required during the adoption process². An employee is required give notice to his/her Department Head as soon as is reasonably practicable but **not later than 2 weeks** before the date of the first class/meeting. An employee is required to submit documentation to confirm the date(s) and time(s) of such classes/meetings.

Return to Work

An employee who has been absent on adoptive leave is entitled to return to the same job as previously held, under the same contract of employment. An employee must give at least **4 weeks' notice** in writing of the date on which s/he intends to return to work after adoptive leave or additional adoptive leave.

² This applies only to pre-adoption classes and meetings within the State.