

## 6.2 Adoptive Leave

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Adoptive leave (Ref: [Adoptive Leave Act 1995](#) and [2005](#)) is available to all female staff members and to male staff members who are sole male adopters. The period of adoptive leave is 24 weeks from the date of the placement of the child. If the date of placement is postponed then the leave will also be postponed until a new date is set.

The staff member should apply for adoptive leave as soon as possible and no later than 4 weeks before the expected placement date. They must submit a certificate stating the date of placement.

Staff members on adoptive leave are entitled to full pay less adoptive benefit from the Department of Employment Affairs and Social Protection.

While on adoptive leave the staff member will be deemed for all purposes to be in employment. Adoptive leave, is therefore, fully reckonable for service, seniority and annual leave entitlement. Staff are also entitled to days in lieu for Public Holidays which occur during adoptive leave. These must be taken immediately after the period of adoptive leave ends.

### **Additional Unpaid Leave**

At the end of adoptive leave the staff member is entitled to additional adoptive leave of up to 16 weeks. This must be taken immediately after the 24 weeks is up and the staff member must give at least 4 weeks' notice should they wish to avail of it. This leave is unpaid.

In the case of a foreign adoption, where the staff member will need a period of time before placement for the purpose of familiarisation with the child, some of the unpaid adoptive leave can be taken before starting the paid 24 weeks of adoptive leave. The staff member must give at least 4 weeks' notice of their intention to return to work.

If the staff member becomes ill while on additional adoptive leave, they may make a request to end the additional adoptive leave. This request should be made to the staff member's line manager, who will make the decision in consultation with the HR Department. If the line manager agrees, the staff member will not be entitled to the remainder of the adoptive leave but will be treated as being on [sick leave](#). Medical certificates must be provided in these circumstances.

### **Before the adoption**

Adopting parents are entitled to paid time off work to attend preparation classes and pre-adoption meetings with social workers or Health Service Executive (HSE) officials required during the pre-adoption process. Relevant documentation to support these appointments must be given in reasonable time to the line manager concerned.

### **Postponement of adoptive leave**

If the adopted child is hospitalised, the period of leave or additional leave may be postponed. Please note that Teagasc has the right to refuse any application to postpone adoptive leave.

### **How to Apply**

- Applications for adoptive leave should be made as soon as reasonably possible but no later than 4 weeks' prior to the proposed commencement of the adoptive leave
- The application form is available [here](#)

- Complete the form and enclose a copy of the adoptive order showing the expected date of placement
- The application form should be signed by the staff member's line manager and submitted to [schemes@teagasc.ie](mailto:schemes@teagasc.ie)
- If a staff member wishes to take additional adoptive leave this should be (a) indicated on the adoptive leave application form or (b) if it is not indicated on the adoptive leave application form it should be applied for in writing no later than 4 weeks prior to commencement of the additional leave
- The staff member must give 4 weeks' notice in writing to their manager of their intention to return to work

**The staff member should apply to the Adoptive Benefit Section of the Department of Employment Affairs and Social Protection [using the AB1 form](#) at least 6 weeks before they intend to commence adoptive leave. Part 4 of the form must be completed by Teagasc and included with the Adoptive Benefit application.**

Version	Revision Date	Summary of Changes	Policy Owner
2.0	October 2020	Update to application process	HR - Services