Appendix A

Application Form for Adoptive Leave Entitlements

Application Forms/Supporting Documentation should NOT_be submitted to the Department of Education and Skills. This Application Form should be fully completed and retained in the school/ETB with any other relevant documentation for record and audit purposes.

It can be used to apply for adoptive and/or statutory and/or non-statutory additional unpaid Adoptive Leave. It should be completed and submitted at least 6 weeks before the leave is due to commence.

If the applicant pays Class A PRSI contributions, a completed <u>AB1 Form</u> should be submitted to DSP. This form is available from DSP or online at <u>www.welfare.ie</u> APPLICATION IN RESPECT OF:

Please tick as app	propriate:		
☐ Adoptive Leave ☐ Statutory Additional Unpaid Adoptive Leave			
☐ Non-Statutory	Additional Unpaid Adoptive Leave		
Name:	Contact No:	PPSN:	<u> </u>
School:		Roll N	lo:
Expected date of	placement (EDP)/		
(A certificate of placement should be submitted as soon as reasonably practicable. In the case of foreign adoption a declaration of eligibility and suitability should be provided in advance of commencement) In the case of foreign adoption, if any of the statutory additional unpaid Adoptive Leave is to be taken prior to placement please enter the dates here:			
I wish to take 24 v	weeks Adoptive Leave from	to	(enter the dates).
	days statutory additional unpaid Adoptive I		taken following Adoptive
Statutory addition	nal unpaid Adoptive Leave from	to	(enter inclusive dates).
A teacher who, on completion of Adoptive Leave and statutory additional unpaid Adoptive Leave, as appropriate, may apply for non-statutory additional unpaid Adoptive Leave to the end of the school year.			
appropriate, may		Adoptive Leave to the	e end of the school year.
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