

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 [AB1 Form](#) should be submitted to DSP. This form is available from DSP or online at www.welfare.ie APPLICATION IN RESPECT OF:

Please tick as appropriate:

Adoptive Leave Statutory Additional Unpaid Adoptive Leave

Non-Statutory Additional Unpaid Adoptive Leave

Name: _____ Contact No: _____ PPSN: _____

School: _____ Roll No: _____

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: _____ to _____

I wish to take 24 weeks Adoptive Leave from _____ to _____ (enter the dates).

State number of days statutory additional unpaid Adoptive Leave that are to be taken following Adoptive Leave (if any): _____ (consecutive days and to include weekends).

Statutory additional 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.

Non-statutory additional unpaid Adoptive Leave to the end of the school year from _____ to 31st August ____

I wish to apply for the above leave in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2*.

Signature of teacher: _____ Date: _____

Approval and Verification by Employer

I certify that I have approved the above leave in accordance with the scheme as set out in the *Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools – Edition 2* and I have retained on file the following documents for audit purposes:

- 1) All applications for Adoptive Leave entitlements.
- 2) Certificate of placement (declaration of eligibility and suitability, where appropriate).
- 3) A copy of the completed AB1 form.

Signature: _____ Date: _____
(On behalf of Employer)