

## Appendix A - Application Form for Adoptive Leave

**The Application Form should be fully completed and submitted to the employer, at least 6 weeks prior to the planned commencement date.**

If the teacher pays Class A PRSI contributions, a completed AB1 Form should be submitted to the DEASP. This Form is available from the DEASP or online at [www.welfare.ie](http://www.welfare.ie)

### **PART 1A - TEACHER APPLICATION**

Teacher's Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_

APPLICATION IN RESPECT OF: (please tick as appropriate)

- Statutory Adoptive Leave (24 weeks)
- Statutory additional unpaid Adoptive Leave (up to a maximum of 16 weeks)
- Non-Statutory additional unpaid Adoptive Leave (up to end of school year i.e. 31<sup>st</sup> August)

### **PART 1B – ADOPTIVE LEAVE DETAILS**

Expected date of placement: \_\_\_\_/\_\_\_\_/\_\_\_\_

*(A Certificate of Placement should be submitted to the employer no later than 4 weeks after date of placement. In the case of a foreign adoption, a Declaration of Eligibility and Suitability should be provided to the employer in advance of the placement).*

#### **Statutory Adoptive Leave (24 weeks):**

From \_\_\_\_\_ to \_\_\_\_\_ (enter inclusive dates)

#### **Statutory Additional Unpaid Adoptive Leave (up to a maximum of 16 weeks):**

In the case of foreign adoption, if any of the statutory additional unpaid Adoptive Leave is to be taken prior to placement, indicate dates:

From \_\_\_\_\_ to \_\_\_\_\_ (enter inclusive dates)

**Non-Statutory Additional Unpaid Adoptive Leave (up to end of school year i.e. 31<sup>st</sup> August):**

From \_\_\_\_\_ to \_\_\_\_\_ (enter inclusive dates)

**Declaration**

I wish to apply for Adoptive Leave in accordance with the Adoptive Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Adoptive Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

**PART 2 – EMPLOYER DECISION**

I certify that I have approved/refused (delete as appropriate) the Adoptive Leave in accordance with the Adoptive Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- 1) Application(s) for Adoptive Leave
- 2) Certificate of Placement/Declaration of Eligibility and Suitability
- 3) Copy of Decision Notice issued to teacher

Approved Adoptive Leave has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***

## Appendix B - Procedures relating to the Recording of Adoptive Leave on OLCS

- 1) Click Add under Leave on the OLCS menu
- 2) Enter start and end date of the leave.
  - Click Next
- 3) Select the staff member on leave
  - Select the leave category – Family Leave and
  - Select the leave sub category – Adoptive Leave

The total number of days in the range should read 168 (24 weeks) in respect of Adoptive Leave.

  - Click Next
- 4) Click Add Child and enter details
  - Click Add

### Information to Assist Employers in the Completion of the [AB1 Form](#)

- A list of the PRSI weeks for the current and previous year is displayed on OLCS to assist in the completion of the Employer's section of the AB1 form.
- Where the total number of PRSI weeks is 52 for the previous tax year and the teacher has been in continuous employment since then, the total number of weeks to be entered is 52. If the total number of weeks is less than 52 and the teacher has a contract to the start date of her Adoptive Leave, the total number of weeks is the sum of PRSI weeks in the previous tax year plus the PRSI weeks in the current tax year to the start date of her Adoptive Leave.
- Enter the appropriate Employers Registered Number, sign, date and stamp accordingly

Employer Register Number for Post-Primary Teachers is 0081300S

Employer Register Number for Primary Teachers is 4000099H

- Click Add. A confirmation message is displayed.

### Additional Adoptive Leave (Unpaid)

It is important to note the Unpaid Adoptive Leave absences cannot be entered on OLCS until the next working day, subsequent to the notification of Adoptive Leave. The Paymaster must first verify the Adoptive Leave in order to commence deductions from salary.

## Appendix C - Example Adoptive Leave Calculation

Example based on a date of placement of 20<sup>th</sup> September 2019 and full use of the 112 days statutory additional unpaid Adoptive Leave (some taken before the date of placement and some after the Adoptive Leave); followed by additional non-statutory unpaid leave to the end of the school year.

Leave Type	Dates taken
(1) Statutory Adoptive Leave (24 weeks) <i>(commencement date is the date of placement)</i>	From: 20 <sup>th</sup> September 2019 To: 5 <sup>th</sup> March 2020
(3) Statutory Additional Unpaid Adoptive Leave <u>Prior to date of placement</u> (max of 16 weeks or 112 days) <sup>4</sup>  i. <i>In this example 11 unpaid days are taken prior to the date of placement for the purposes of familiarisation with the child in a foreign adoption.</i>  ii. <i>101 days remain out of the 112 day allocation of statutory additional unpaid Adoptive Leave</i>	From: 9 <sup>th</sup> September To 19 <sup>th</sup> September 2019  (11 days)
(4) Statutory Additional Unpaid Adoptive Leave (max of 16 weeks or 112 days) <i>In this example 11 days have already been taken prior to placement [see (1) above], leaving up to 101 days to be taken now. The full 101 days remaining are taken in this case.</i>	From: 6 <sup>th</sup> March 2020 To: 14 <sup>th</sup> June 2020  (101 days inclusive)
(5) Provisional Resumption date following Statutory Additional Unpaid Adoptive Leave <i>(if no other leave is taken, this is the date that the teacher should return to school duties)</i>	15 <sup>th</sup> June 2020
(6) Teachers have a further option of Non Statutory Additional Unpaid Adoptive Leave to the end of the school year (31 <sup>st</sup> August) <i>(In this example the teacher chooses to avail of the non-statutory leave option)</i>	From: 15 <sup>th</sup> June 2020 To: 31 <sup>st</sup> August 2020
(7) Final date for resumption of duties	1 <sup>st</sup> September 2020

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<sup>4</sup> Foreign adoption: Where a period of Statutory Additional Unpaid Adoptive Leave is required before the day of placement, for the purposes of meetings outside the State or familiarisation with the child to be adopted, some or all of the Statutory Additional Unpaid Adoptive Leave may be taken before the day of placement.