

Application for adoptive leave credits

To be completed by your employer when you return to work.
To qualify for credits, unpaid adoptive leave must be taken **immediately** before* or after paid adoptive leave.

* Foreign adoption only.

PPS No.:	<input type="text"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone No.:	<input type="text"/>

I/We certify that the above employee has taken unpaid adoptive leave as follows (do not include the date your employee was getting Adoptive Benefit):

From:	To:
Total number of weeks of unpaid adoptive leave taken:	
Signed by or for employer	
<input type="text"/>	Employer's official stamp
Signature (not block letters)	
<input type="text"/>	
Position in company or organisation	
Date:	<input type="text"/>
Employer's registered No.:	<input type="text"/>
Telephone No.:	<input type="text"/>
Email address:	<input type="text"/>

Send the completed form to:

Adoptive Benefit Section, Department of Employment Affairs and Social Protection, McCarter's Road, Ardaran, Buncrana, Co. Donegal.

Data Protection Statement

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at www.welfare.ie/dataprotection or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.