



## Application Form for Adoptive Leave

(Under the terms of Department of Education and Science CL0018/2013 and CL0019/2013)

**Part 1 (to be completed by applicant)**

### **Section A** ADOPTIVE LEAVE (24 weeks Entitlement)

<b>Name:</b>	<b>Employee No:</b>
<b>Address:</b>	<b>Place of Work:</b>
	<b>Post Title:</b>

**Please note new payment procedure:**

PRSI Code A1 Employees: You are to complete Adoptive Benefit Claim Form available from Department of Social Protection.

Payment of full salary is maintained by Cork ETB paying the balance between social welfare payments and full salary. On this basis Social Welfare is to be retained by you. If you are not entitled to the payment of Adoptive Benefit from the Department of Social Protection you are to submit evidence of refusal to the HR Department in order for full salary to be maintained.

**Expected/Actual Date of Placement of Child with you:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Please enclose relevant documentation confirming the expected adoptive date**

**Adoptive Leave – From**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>To:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**(N.B. Certificate of Placement or Declaration of Suitability and Eligibility (to be followed by written confirmation of placement date) to verify placement to be submitted to the Cork Education and Training Board A.S.A.P.)**

## Section B UNPAID ADOPTIVE LEAVE (16 weeks Entitlement)

Will you be availing of Unpaid Leave prior to the date of placement?

Yes ☐ No ☐

Will you be availing of Unpaid Leave after the expiration of your Paid Leave?

Yes ☐ No ☐

Unpaid leave taken prior to placement will cease no later than the last day immediately prior to the date of placement. The balance of unpaid adoptive leave may be taken immediately after the end of paid adoptive leave

If "YES" please complete (a) or (b) as appropriate:

(a) Unpaid Leave up to 112 Days: Yes ☐ State the number of days

(b) Unpaid Leave to the end of the School Year i.e. 31<sup>st</sup> August : Yes ☐

If "NO" and you subsequently change your mind, you must notify the Cork ETB, via your Principal, at least 6 weeks before you are due to resume from Paid Adoptive Leave. Non-statutory unpaid adoptive leave (for teachers only), if availed of, must be taken to the end of school year.

## Section C PARENTAL LEAVE

Will you be applying for Parental Leave after the expiration of your Adoptive Leave?

Yes ☐ No ☐

If "YES", please complete "Application Form for Parental Leave".

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2 (To be completed by the Principal)

Signature of Principal/ Manager: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ Date: \_\_\_\_\_

The completed Form should be forwarded to the Cork Education and Training Board, 21 Lavitt's Quay, Cork at least six weeks before the proposed start date of the leave.

#### OFFICE USE ONLY

Date received in Head Office: \_\_\_\_\_

Entered into Core

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_