



## Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA117
<b>Title</b>	Adoptive Leave
<b>Policy Owner</b>	Director of Human Resources
<b>Date</b>	11/01/2016; Latest review date: 18/09/2023
<b>Approved By</b>	University Management Team

### 1.0 General

The University provides adoptive leave to adopting parents in compliance with the Adoptive Leave Acts, 1995 – 2005. Adoptive leave gives time off work to a parent who is adopting alone or to one parent of an adopting couple.

### 2.0 Eligibility

An employee who is the primary adopting parent for leave purposes is eligible for adoptive leave.

### 3.0 Entitlement

An employee is entitled to 24 weeks of paid adoptive leave, plus the option to take up to 16 weeks of additional unpaid leave immediately after the paid leave, except where they are employed on a fixed term/fixed purpose contract, in which case when the contract ends the adoptive leave will also end. Adoptive leave is generally taken after the adoption takes place. In foreign adoption cases, the adopting parent may take some of the additional unpaid leave before the placement of the child.

In the unfortunate event of the death of the adopting parent who has availed of the leave, another adopting parent, where one exists, may be entitled to the remainder of the leave.

Any public holidays that fall during the 24-week paid leave period and the unpaid leave period (where availed of) will be added to the end of the period of adoptive leave. Annual leave entitlements will be calculated as if the employee was at work.

An employee is entitled to return to work in University of Galway at the end of a period of adoptive leave in the job held immediately prior to the leave and under the same contract, terms and conditions of employment.

If the expected date of placement is postponed, the period of adoptive leave will also be postponed. The new expected date of placement must be communicated to the Line Manager/Head of Unit/Head of School and the HR Office as soon as is reasonably practicable.

### 4.0 Adoptive Leave Application Procedure

1. The employee must submit a completed University of Galway [Adoptive Leave Application Form](#) and their certificate of placement for the child to the HR Office at least six weeks in advance of proposed commencement date of adoptive Leave.
2. The Employee must also submit an [adoptive benefit application](#) to the Department of Social Protection.
3. An employee must forward notification from Social Welfare confirming the amount of benefit they will receive, otherwise full benefit will be deducted (this is currently valued at €274 per week).



4. The Human Resources Office will confirm dates of adoptive leave by email to the employee and copy the Line Manager on processing of the leave application.

5. If an employee wishes to take additional unpaid adoptive leave, they must notify Human Resources and their Line Manager/Head of Unit/Head of School in writing at least four weeks before the 24-week paid adoptive leave period is due to expire.

## 5.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
All Staff	Give six weeks' notice of intention to avail of this leave, completing the appropriate application form
Line Manager	Initial approval of leave application; Read and comply with this leave policy and ensure the leave application is reviewed and submitted to HR promptly
Human Resources Office	Final approval of leave application; Review this policy on a regular basis in light of any changes in legislation

## 6.0 Related Documentation

- [Adoptive Leave application form](#)
- [Adoptive Benefit application form](#)