



Adoptive Leave Policy

1. General Leave with pay may be granted to eligible female staff members or an eligible sole male adopter who legally adopts a child.

2. Adoptive leave will be available on application to all female employees and sole male adopters except those employed:

a) on a permanent basis for less than 18 hours per week;

b) under a contract of employment, or otherwise, for a fixed term of either less than 26 weeks of which there remains less than 26 weeks to run. Adoptive leave does not apply to any employee working less than 18 hours per week.

3. Period Of Adoptive Leave

Adoptive leave will consist of 24 consecutive weeks leave with pay (less social welfare benefit) and will commence on the day of placement of the child.

4. Additional Adoptive Leave

At the end of the adoptive leave a staff member may, on application, be granted 16 weeks additional adoptive leave without pay. The Human Resources Department must be advised of this application at least 4 weeks before the adoptive leave was due to terminate.

5. Notice Of Leave

A staff member intending to avail of adoptive leave should give adequate notice of her intention to take such leave. However, where possible adoptive leave application must be made in writing to the Human Resources Department at least 4 weeks before the expected leave.



6. Effects Of Adoptive Leave

Eligible employees will receive full pay less social welfare benefit for the duration of adoptive leave. Additional adoptive leave will be unpaid.

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