



RCSI

Adoptive Leave

Purpose

RCSI is committed to being an employer of choice and to providing an inclusive and supportive environment with regard to personal situations and work life balance of staff.

The purpose of this policy is to support you if you embark on the adoption process so that you understand the criteria and process of applying for, and receiving, Adoptive Leave.

Scope

This policy applies to all staff in RCSI who are:

- adopting mothers
- sole adopting fathers
- the adopting father where the adopting mother has died before or during the Adoptive or additional Adoptive Leave

Policy Statement

RCSI is committed to supporting any member of staff who is eligible to apply for Adoptive Leave with the time and resources you need to complete the adoption process and settle in to the role of new parents.

The content of this policy and procedure complies with the Adoptive Leave Act 1995 to 2005.

Leave Entitlements

All eligible RCSI staff are entitled to the following:

- Time off without loss of pay to attend any pre-adoption classes or meetings you are obliged to attend where these are held within the State.
- 26 weeks paid adoptive leave (no qualifying period applies).
- Up to 16 weeks unpaid additional adoptive leave where you request this.

While on Adoptive Leave and Additional Adoptive Leave you retain your annual leave, public and privilege holiday entitlements. Adoptive Leave is reckonable for pensionable service and contributions to the pension scheme will be made in line with earnings during this leave period, where applicable; however, during Additional Adoptive Leave, contributions to the pension scheme will be suspended and benefit will be reduced in line with the period of leave taken.

Those who meet certain social insurance (PRSI) contribution conditions on their own insurance record are eligible to receive Adoptive Benefit. Adoptive Benefit can only be paid for a continuous period of **24 weeks** from the day a child is placed with an Adoptive Parent (the date of placement). The value of Adoptive Benefit Payments is deducted from your pay at source.

The RCSI Human Resources department is available to provide you with support and guidance to apply for Adoptive Benefit.

It is important to note that any entitlement to leave or other benefits lasts only as long as your contract of employment lasts.

You are encouraged to discuss your plans to apply for Adoptive Leave with your line manager at the earliest opportunity. This will give them the opportunity to provide you with the support you need and to plan activities during your leave period and on your return.

In order to ensure consistency of application of the policy and fairness for all, the following procedure will be followed whenever Adoptive Leave and Additional Adoptive Leave are requested.

Attending Classes and/or Meetings

We ask that reasonable notice be given to your Head of Department/nominee when you have appointments to attend a class or a meeting.

Making an Application for Adoptive Leave

The Human Resources Department and the relevant Head of Department/nominee must be notified in writing no later than **4 weeks** before the date upon which the additional adoptive leave is due to commence.

You should complete this [form](#) and return it to the Human Resources Department as early as practicable, but no later than **4 weeks** before you intend to take Adoptive Leave.

For Irish Adoptions, a Certificate of Placement must be supplied to the Human Resources Department as early as practicable, but no later than **4 weeks** after the date of placement and preferably with the application form.

For Foreign Adoptions, a copy of the 'Declaration of Suitability' must be supplied before the commencement of Adoptive Leave. Particulars of the Placement must be supplied at least **4 weeks** before you intend to take Adoptive Leave or as early as practicable thereafter.

Adoption Benefit

You should apply for Adoption Benefit **6 weeks** before you intend to go on [adoptive leave](#).

Further information about Adoption Benefit is available from the Department of Employment Affairs & Social Protection, LoCall 1890 690 690 or via their website www.welfare.ie.

If you avail of unpaid additional Adoptive Leave you are entitled to receive PRSI credit. You must complete an application for these credits and send to the Human Resources Department for signing.

Making an Application for Additional Adoptive Leave

Additional adoptive leave must be requested by completing the adoptive leave form no later than **4 weeks** prior to the end of the adoptive leave.

In foreign adoption cases, you may take some or all of the additional leave before the date of placement for purposes of familiarisation with the child. Notification in writing must be supplied to the Human Resources Department no later than **4 weeks** before commencement of leave.

You may revoke your decision to take additional adoptive leave. You must notify the Human Resources Department no later than **4 weeks** before the adoptive leave is due to end.

Returning to Work

You must supply written notification of your intention to return to work, and the expected date of return to the Human Resources Department and your Line Manager / Head of Department. This must be supplied no later than **4 weeks** prior to the expected date of return.

Support for Staff Returning from Adoptive Leave

To help you in the transition back to work, RCSI offers support to staff returning from adoptive leave in the form of either a one day workshop or one to one support as appropriate, run by an external specialist provider.

Academic Staff Returning from Adoptive Leave

RCSI recognises the specific challenges for academic staff returning from adoptive leave in restoring their research activities and trajectory. In recognition of this, RCSI has specific support available for research-active academic staff as follows:

- Immediately on return from leave, you may be relieved from any lecturing duties for a period of up to 6 months in order to concentrate on consolidating your research activity following the significant period of leave.
- You and your Head of Department should agree a plan for the research activities that will be undertaken during this period of protected time.
- The cover provided during this period is expected to be based on the need to cover educational (teaching and examination) duties only, where those duties arise in the first six months following return from leave.

Additional Information

If the expected date of placement is postponed, the period of adoptive leave will also be postponed. The new date must be notified to the Head of Department/nominee as soon as is practicable.

If the child is placed with adoptive parents and the placement is terminated in less than fourteen weeks, the adopting parent must notify RCSI of this fact. The adopting parent will be required to return to work no later than the date on which the adoptive leave or additional leave would have ended.

If you are taken ill once your Adoptive Leave has started, you are entitled to suspend adoptive leave and transfer onto paid sick leave. You must notify Human Resources in the same way as would apply to usual sick leave.

If your adoptive child is hospitalised, the period of adoptive leave or additional adoptive leave may be postponed.

Approval of an Application

Human Resources will consider your application in line with legislation and make a final decision as to whether to approve your request for Adoptive Leave / additional Adoptive Leave.

You will be notified of the decision as soon as possible

Your Right to Appeal

Should any element of the Adoption Leave / Additional Adoption Leave be refused or

you feel that the legislation has not been adhered to you have the right to appeal.

You should appeal to the Human Resources in writing in the first instance clearly explaining the reason you believe the decision made was incorrect.

If you are not satisfied with the outcome of your appeal, you have the right to raise your concerns with the Director of HR whose decision upon appeal is final.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding the content of this policy and procedure and making an application. Information in relation to entitlements of fathers to Adoptive Leave in the case of the death of the adopting mother can be obtained from the Human Resources Department.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.