

Appendix A - Application Form for Adoptive Leave

The Application Form should be fully completed and submitted to the employer, at least 6 weeks prior to the planned commencement date.

If the teacher pays Class A PRSI contributions, a completed AB1 Form should be submitted to the DEASP. This Form is available from the DEASP or online at www.welfare.ie

PART 1A - TEACHER APPLICATION

Teacher's Name: _____ Contact No.: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No.: _____

APPLICATION IN RESPECT OF: (please tick as appropriate)

☐ Statutory Adoptive Leave (24 weeks)

☐ Statutory additional unpaid Adoptive Leave (up to a maximum of 16 weeks)

☐ Non-Statutory additional unpaid Adoptive Leave (up to end of school year i.e. 31st August)

PART 1B – ADOPTIVE LEAVE DETAILS

Expected date of placement: ____/____/____

(A Certificate of Placement should be submitted to the employer no later than 4 weeks after date of placement. In the case of a foreign adoption, a Declaration of Eligibility and Suitability should be provided to the employer in advance of the placement).

Statutory Adoptive Leave (24 weeks):

From _____ to _____ (enter inclusive dates)

Statutory Additional Unpaid Adoptive Leave (up to a maximum of 16 weeks):

In the case of foreign adoption, if any of the statutory additional unpaid Adoptive Leave is to be taken prior to placement, indicate dates:

From _____ to _____ (enter inclusive dates)

Non-Statutory Additional Unpaid Adoptive Leave (up to end of school year i.e. 31st August):

From _____ to _____ (enter inclusive dates)

Declaration

I wish to apply for Adoptive Leave in accordance with the Adoptive Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____

Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Adoptive Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.