

**Adoptive Leave Policy****1. Policy Statement**

Keltech will ensure that all employees are facilitated to avail of their entitlements in relation to adoptive leave.

**2. Purpose**

- 2.1. To inform employees of their rights and entitlements in relation to adoptive leave.
- 2.2. To outline the procedures that must be followed in relation to instances of adoptive leave.

**3. Scope**

This policy applies to all employees of Keltech who are covered by the terms of the Adoptive Leave Acts 1995 and 2005.

**4. Responsibilities**

- 4.1. Employees availing of adoptive leave are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees availing of adoptive leave are familiar with and comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

**5. Entitlement**

- 5.1. Adoptive mothers and sole male adopters are entitled to 24 consecutive week's adoptive leave, commencing from the date of placement of the child.
- 5.2. Employees are also entitled to take additional adoptive leave of up to 16 weeks immediately after the end of their adoptive leave if they so wish.
- 5.3. In the case of a foreign adoption, all or part of the additional adoptive leave can be taken before placement of the child. If the employee wishes to avail of this option, they must inform their supervisor in writing four weeks before the leave is due to commence.
- 5.4. Adoptive fathers are entitled to adoptive leave in the event of the death of the adoptive mother. In these circumstances, the entitlement is dependant on the actual date of the adoptive mother's death.

**6. Notification Process**

- 6.1. Employees must submit written notice of their intention to take adoptive leave to their supervisor at least four weeks prior to their expected adoptive leave commencement date. Documentation confirming the adoption of the child and specifying the expected week of adoption is also required.
- 6.2. Where practicable, Keltech requests that employees give notice of their intention to take additional adoptive leave, when giving notice of the 24 week normal adoptive leave. This

**Adoptive Leave Policy**

would greatly assist the company with regard to arranging cover for the role in the employee's absence. Where it is not possible to give the notification in advance, the employee must inform their supervisor in writing, of their intention to take additional adoptive leave not later than four weeks before the end of the 24-week normal adoptive leave period.

- 6.3. Employees must submit written notification of their intention to return to work following adoptive leave to their supervisor at least four weeks prior to their expected return to work date.

**7. Preparation Meetings/Pre Adoption Classes**

- 7.1. Employees (both mothers and fathers) are entitled to paid time off during working hours to attend preparation meetings and pre adoption classes which are required as part of the pre adoption process.
- 7.2. Employees must give written notification of such appointments to their supervisor not later than 2 weeks in advance of the appointment.
- 7.3. Keltech reserves the right to refuse payment for time off to employees where there is an abuse of this procedure, and any such abuses will be dealt with under the disciplinary procedure.

**8. Conditions while on Adoptive Leave**

- 8.1. During adoptive leave and additional adoptive leave, an employee will be deemed to be in employment and their employment rights will be protected with the exception of right to remuneration.
- 8.2. Annual leave and public holiday entitlements accrue while an employee is on adoptive leave and additional adoptive leave.
- 8.3. Employees on adoptive leave do not receive any payment from the company. However those employees who have the necessary PRSI contributions are entitled to adoptive benefit payment from the Department of Social Protection for the 24 week period of adoptive leave. Employees should apply directly to the Department of Social Protection for this benefit.
- 8.4. During the 16-week period of additional adoptive leave, no adoptive benefit payment is available from the Department of Social Protection.
- 8.5. While on adoptive leave and additional adoptive leave employees will retain their full entitlement to annual leave and public holiday benefit.

**9. Postponement of Leave in the Event of Hospitalisation of the Child**

- 9.1. Adoptive leave and/or additional adoptive leave may be postponed in the event of the hospitalisation of the child. Please note such postponement is subject to the agreement by Keltech and the company reserves the right to refuse such applications for postponement of adoptive leave.
- 9.2. Any requests to postpone adoptive leave must be made in writing to the employee's supervisor as soon as possible. This request should also include a letter of confirmation from the hospital.
- 9.3. Keltech may agree to postpone the leave and if so, the employee must return to work on a date agreed mutually agreed by the employee and the company that is not later than the date on which the leave concerned is due to end.

**Adoptive Leave Policy**

- 9.4. The maximum period of postponement of leave is six months from the date of postponement. If an employee postpones their adoptive leave and returns to work, then they may take their remaining leave in one block, not later than 7 days after the child has been discharged from hospital.
- 9.5. If the employee should fall ill during the period of postponement, and subsequently is absent from work, they will be deemed to have resumed adoptive leave from the first day of absence. Alternatively, the employee may choose to forfeit their right to any remaining adoptive leave entitlements, and have her leave treated as sick leave, by notifying their supervisor accordingly, as soon as possible.

**10. Additional Adoptive Leave and Illness**

- 10.1. Should an employee fall ill during additional adoptive leave, or if the employee has indicated that they have the intention to avail of additional adoptive leave and then falls ill, they may apply to their supervisor to commence sick leave instead of taking the remaining additional adoptive leave.
- 10.2. Please note that where an employee chooses to transfer to sick leave, and it is granted, the employee will forfeit their right to the remaining additional adoptive leave. In such circumstances, the sick leave will be treated in the same manner as any other absence on sick leave and normal sick leave arrangements will apply.
- 10.3. The discretion to offer this termination of additional adoptive leave lies entirely at the discretion of Keltech

**11. Return to Work**

- 11.1. At the end of adoptive leave, employees are entitled to return to their original job or an alternative role with terms no less favourable than those held prior to adoptive leave.
- 11.2. If an employee decides not to return to work following their adoptive leave, they are required to give the company the adequate notice in writing which is outlined in their contract of employment.