



Dundalk Institute of Technology Notification of Intention to take Adoptive Leave

1. Please ensure that you have read the Institute Guidelines for staff taking Adoptive Leave, before completing this form. Copies are available from the Human Resource Office, Ext 2256.
2. Please note that any Public/Institute holidays, which fall during the period of Adoptive Leave, both paid and unpaid, will be added on to the end of the period.
3. If you intend taking Annual Leave following Adoptive Leave, this must be agreed in advance with the Head of School/Department, and then written notification must be forwarded to the Human Resource Office.
4. This form should be completed and returned to the Human Resource Office.

Under the [Adoptive Leave Act 1995](#), as amended by the [Adoptive Leave Act 2005](#), I hereby notify the Institute of my intention to take Adoptive Leave and attach written details of the expected date of placement, plus a copy of the 'Declaration of Suitability'.

Name: _____ Payroll No: _____

School/Department: _____ Ext. No: _____

My Adoptive Leave will commence on: ____ / ____ / ____

My Adoptive Leave (24 weeks) is due to end on: ____ / ____ / ____

Additional Unpaid Adoptive Leave (16 weeks) commences on: ____ / ____ / ____

Proposed date of return to work: ____ / ____ / ____

OTHER NOTIFICATION REQUIREMENTS

- If I intend to take an additional 16 weeks' unpaid leave (Additional Adoptive Leave), I understand that **I must notify the Human Resource Office, in writing at least four weeks before the end of my Adoptive Leave.**
- I understand that **no later than four weeks before the end of my Adoptive Leave**, that is, no later than ____ / ____ / ____ **I must notify the Human Resource Office, in writing, of my intention to return to work.**

I confirm that I have read the Institute Guidelines for staff taking Adoptive Leave, and I undertake to fulfil my obligations under the Adoptive Leave Act, 1995, as outlined in the guidelines.

Signed: _____ Date: _____
Employee

Approved: _____ Date: _____
Human Resource Manager