



KAIZEN
WORKFORCE SOLUTIONS

Adoptive Leave Policy

You are entitled to 24 weeks' leave for one parent of the adopting couple or a parent who is adopting alone. The 24 weeks leave starts from the date the child is placed in your care.

You may also take an additional 16-week unpaid leave.

There is no requirement for your Employer to pay you during Adoptive Leave, however, should you have enough PRSI Contributions you may be eligible for Adoptive Benefits from the Department of Social Protection.

You must give your Employer 4 weeks' notice in writing that you plan to take Adoptive Leave. This is usually taken when the child is placed in your care.

You must also give your Employer 4 weeks' notice if you would like to take the additional 16 weeks' Leave. You can give notice of both at the same time if you so wish.

Adoptive leave	One parent of the adoptive couple, or a parent adopting alone	24 weeks and up to 16 unpaid weeks	Yes, Adoptive Benefit is paid for 24 weeks by the State based on PRSI contributions
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