

## Application for adoptive leave credits

To be completed by your employer when you return to work.  
To qualify for credits, unpaid adoptive leave must be taken **immediately** before\* or after paid adoptive leave.

\* Foreign adoption only.

<b>PPS No.:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Name:</b>	<input type="text"/>								
<b>Address:</b>	<input type="text"/>								
<b>Telephone No.:</b>	<input type="text"/>								

I/We certify that the above employee has taken unpaid adoptive leave as follows (do not include the date your employee was getting Adoptive Benefit):

<b>From:</b>	<b>To:</b>								
<input type="text"/>									
<b>Total number of weeks of unpaid adoptive leave taken:</b>									
<input type="text"/>									
<b>Signed by or for employer</b>									
<input type="text"/>	<b>Employer's official stamp</b>								
<b>Signature (not block letters)</b>									
<input type="text"/>									
<b>Position in company or organisation</b>									
<b>Date:</b>	<input type="text"/>								
<b>Employer's registered No.:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Telephone No.:</b>	<input type="text"/>								
<b>Email address:</b>	<input type="text"/>								

Send the completed form to:  
Adoptive Benefit Section, Department of Social Protection,  
Inner Relief Road, Ardaran, Buncrana, Co. Donegal.