



Foster care leave

Republic of Ireland

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Where to find things

- Introduction 3
 - 1. Who’s this policy for? 3
 - 2. Am I eligible for paid time off work in relation to my foster duties? 3
 - 3. What can the time off be used for? 3
 - 4. What paid time off work can I have? 3
 - 5. How’s my pay going to be calculated? 3
 - 6. How do I apply for paid time off work? 3
 - 7. What time off can I have if I need more than one week? 3
 - 8. Can my leave request be refused? 3
 - 9. What happens to my benefits while I’m on foster care leave? 3
 - 10. What if there’s an emergency with my foster child when I’m at work? 3
- Policy information 4
- Ownership and confidentiality 4

Introduction

We want to support families, and this document outlines our policy if you are applying to become a foster carer. It is subject to change from time to time so please ensure you are reading the most up-to-date version.

1. Who's this policy for?

This policy is applicable to you if you are applying or training to become a foster carer, or a new foster carer.

2. Am I eligible for paid time off work in relation to my foster duties?

If you:

- Have worked at least 26 weeks with us; and
- Are registered as a foster carer, or applying to become a carer with the Health Service Executive and be able to show us proof of this

then you're eligible for paid foster care leave from us.

If you're not eligible for paid foster care leave, please talk to your Manager about taking holidays or working different shifts to cover any time off you need.

3. What can the time off be used for?

This time off is to help you if your applying/ training to be a foster carer, or if you're a first-time foster carer.

It's not intended to be used to take time off work once you're an established foster parent.

If you want to take time off when a child is placed with you, this can be taken as unpaid compassionate leave.

4. What paid time off work can I have?

You can take up to a week's paid foster care leave from us. This means if you normally work 4 days a week then you can take 4 days paid leave.

This can be taken as single days or blocks of days.

If you only need half a day off work to attend a meeting then you should take this time off and make up your hours at a different time.

5. How's my pay going to be calculated?

Your foster care leave pay is based on your normal contractual pay which includes contractual premiums.

6. How do I apply for paid time off work?

Complete a Leave Request form and give it to your manager.

7. What time off can I have if I need more than one week?

If you need more time off work than this policy allows, then discuss the following options with your manager:

- Holiday
- Compassionate leave
- Lifestyle break
- Shift swap

8. Can my leave request be refused?

Yes, there may be occasions when, due to business reasons such as sickness or holiday cover, that we may not be able to accommodate your request. When making this decision we will consider the availability of courses/ training in your area and do everything we can to accommodate you.

9. What happens to my benefits while I'm on foster care leave?

Your benefits will remain unchanged while you are on foster care leave.

10. What if there's an emergency with my foster child when I'm at work?

A foster child is classed as a dependent (that's someone who depends on you for emergency care) and if there is any emergency e.g. they become unwell while at school then you are entitled to unpaid emergency leave.

Related Policies:

- Lifestyle Break
- Flexible Working
- Career Breaks
- Holidays
- Time-off Policy

Policy information

Version No.	Date of change	Summary of change
1	March 2014	New Policy
2	March 2018	Policy refresh – Changed lay-out