



Ireland: Adoption Leave Policy

Workday aims to provide a supportive environment for adoptions and this policy outlines adoptive leave entitlements and useful information and responsibilities you should be aware of if you are adopting. This includes adoptions arising in the context of births by surrogacy. Workday has a separate Surrogacy Policy for employees having a child by surrogacy that does not involve adoption. This policy concerns employees who are the nominated adoptive parent, whilst in the employment of Workday as defined in the Adoptive Leave Acts 1995 and 2005.

Other parental leaves are available to the parent who is not availing of adoptive leave and the person taking the adoptive leave may also be entitled to other parental leaves. Please see all our available Leave Policies here for further details.

Entitlement to Adoptive Leave

You may be entitled to up to 40 weeks' adoptive leave which consists of:

- a. "ordinary" adoptive leave of 24 consecutive weeks ("Ordinary Adoptive Leave"); and
- b. "additional" adoptive leave of a further 16 consecutive weeks immediately following the end of Ordinary Adoptive Leave ("Additional Adoptive Leave").

In the case of an Irish adoption, Additional Adoptive Leave must be taken immediately after the Ordinary Adoptive Leave; in foreign cases, some or all of the Additional Adoptive Leave can be taken immediately before the Ordinary Adoptive Leave. For further details please contact People and Purpose.

Notification

We encourage you to inform us as soon as you know that you are adopting; this means that we can ensure that the environment is supportive of you and of all your requirements during this time.

You must give us at least four (4) weeks' written notice of the expected placement date and that you intend to take Ordinary Adoptive Leave. You should provide the certificate of placement as soon as reasonably practicable, but not later than four (4) weeks after the date of placement. In the case of a foreign adoption, a copy of the Declaration of Eligibility and Suitability must be submitted to People and Purpose, before the beginning of Ordinary Adoptive Leave or Additional Adoptive Leave (whichever is earlier), prior to the expected date of placement.

At the time you notify us of your intention to take Ordinary Adoptive Leave, you may also specify whether you intend to take Additional Adoptive Leave. In any event, you must inform us in

writing of your intention to take Additional Adoptive Leave not later than four (4) weeks before the end of Ordinary Adoptive Leave.

You must also notify your Manager and People and Purpose of your intention to return to work no later than four (4) weeks before the intended date of return.

Company Adoptive Pay

We want to support adopting parents in caring for their child. Workday will pay an employee the difference between the amount of Adoptive Benefit (paid from the date of placement) during Ordinary Adoptive Leave (i.e. up to 24 weeks) and the amount of their contractual base salary. It is your responsibility to arrange and claim Adoptive Benefit from the State. Your entitlement to Adoptive Benefit will be dependent on you fulfilling the applicable eligibility requirements from the relevant government department. If you are not entitled to Adoptive Benefit from the State, Workday may decide, at its sole discretion, to pay the full amount of your contractual base salary during Ordinary Adoptive Leave.

Additional Adoptive Leave is unpaid. During Additional Adoptive Leave, the employee will not receive any Adoptive Benefit from the State nor any payment of their contractual base salary from Workday.

Protection of Employment Rights

Our policy is to treat an employee absent on Ordinary Adoptive Leave or Additional Adoptive Leave as if she/he had not been absent. At the end of an adoptive leave period, subject to the notification requirements outlined above, you will be entitled to return to your usual job as far as is reasonably practicable, on terms and conditions no less favourable than those which would have applied had you not been absent. If this is not reasonably practicable for Workday, you will be offered a suitable and appropriate alternative, on no less favourable terms and conditions.

During Ordinary Adoptive Leave and Additional Adoptive Leave you will be deemed to have been in continuous employment and your employment rights will be preserved as though you were present at work. Your statutory and contractual rights (excluding remuneration) are protected. In particular:

- a. benefits in kind such as life insurance, health insurance and use of a company vehicle if applicable will continue;
- b. annual leave entitlements under your contract continues to accrue. You are also entitled to leave for any public holidays that occur during Ordinary Adoptive Leave and Additional Adoptive Leave; and

- c. pension benefits continue if you are a member during Ordinary Adoptive Leave only (see "Pensions" section of this policy).

Pensions

Where you are eligible to receive Company adoptive pay (see "Company Adoptive Pay" section of this policy), we shall continue to make any employer contributions during Ordinary Adoptive Leave that we usually make into the pension scheme, based on what your earnings would have been if you had not been on adoptive leave provided that you continue to make contributions based on the Company adoptive pay you are receiving. If you wish to increase your contributions then please contact People and Purpose.

During the unpaid period of Additional Adoptive Leave, we will not make any payments into a pension scheme. You do not have to make contributions but you may do so if you wish, or you may make up for your missed employee contributions at a later date.

Adoption Classes and Meetings

We want to support employees going through the adoption process. Regardless of length of service or status (full or part time), employees are entitled to paid leave for any pre-adoption classes and meetings, which they are obliged to attend. To help us to manage workloads we ask that you try to give as much written notice as possible of your appointments, at a minimum no less than two (2) weeks' notice, and you may be requested to produce an appointment card. Workday requests that, where possible, the appointments are at the beginning or at the end of the working day.

Keeping in Touch

We aim to stay in touch with employees during adoptive leave. You are welcome to contact your manager or People and Purpose at any time. Keeping in touch should be mutual and by agreement. If you feel that your contact is too little or too much, you should let your manager know.

Shortly before you are due to return to work, your people leader may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This discussion will only take place if you are happy for it to do so. This may cover:

- a. updating you on any changes that have occurred during your absence;
- b. any training needs you might have; and
- c. any changes to working arrangements.

Returning Late

If you wish to return later than your notified date of return to work, you should either:

- a. request unpaid parental leave (see Parental Leave Policy), giving us as much notice as possible but not less than 6 weeks; or
- b. request paid annual leave in accordance with your contract, which may be approved at our discretion.

If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Sick Leave Policy will apply. In any other case, late return will be treated as unauthorised absence.

Deciding Not to Return

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract of employment. The company will be able to accept the resignation once your adoptive leave is finished.

This does not affect your eligibility to receive Adoptive Benefit

Entitlement of Adopting Father to Leave on Death of Adopting Mother

An adopting father is entitled to adoptive leave if the adopting mother of the child dies. For further information, an employee should contact his/her manager and People and Purpose.