

# You are adopting? The CNE supports you

**YOU ARE WELCOMING A CHILD THROUGH ADOPTION? CONGRATULATIONS ON THE HAPPY NEWS! YOU CERTAINLY HAVE A LOT OF QUESTIONS TO ASK... FOR THOSE CONCERNING THE PROFESSIONAL FIELD, COUNT ON US: THE CNE TEAM TELLS YOU EVERYTHING YOU NEED TO KNOW ABOUT ADOPTION LEAVE.**

## **NOTIFY THE EMPLOYER**

To take your adoption leave, you must give the employer at least one month's notice in writing, delivered against a receipt or by registered post, specifying the start and end of the leave. At the latest on the first day of the leave, you must also provide the documents proving the adoption.

## **MINIMUM 6 WEEKS LEAVE**

Each adoptive parent has an individual credit of 6 weeks of leave. In addition, both adoptive parents have a further two weeks' credit to be shared between them. You can take this leave within 2 months of the child's registration as part of your household. You do not have to take the whole leave, but it must be taken in one go and include at least one week or a multiple of a week.

## **PROTECTION AGAINST DISMISSAL**

During a period beginning two months before the adoption leave is taken and ending one month after the end of the leave, the employer may not dismiss you, except for reasons unrelated to the adoption leave. Any act leading to dismissal is covered, such as a declaration of intent, steps to recruit a replacement or the reorganisation of work in order to dispense with your post. If in doubt, contact the company's CNE team or the CNE secretariat in your region as soon as possible!

## **ADOPTION ALLOWANCES**

During adoption leave, you will receive your normal pay for the first three days, and then you are entitled to an allowance from your health insurance fund for the following days. You should contact your health insurance fund.

## **FAMILY ALLOWANCES**

Through the social security system, you will also receive child benefit for your child. You can find out what you need to do directly from your child benefit fund.

## PARENTAL LEAVE

Do you want to extend these moments with your child? Parental leave allows you to stop working entirely for 4 months, to go part-time for 8 months, or 4/5ths time for 20 months, or 1/10th time for 40 months. You can take this leave from the time your child is registered as part of your household until his or her 12th birthday. Both parents are entitled to this leave. Please note: for children born before 8 March 2012, the 4th month is granted but without allowances.

*\* These periods are doubled if the child is disabled (at least 66%, or at least 4 points in pillar I of the medico-social scale used in the family allowance sector).*

**Need to contact us?** Call us on 067 88 91 00 on Mondays, Tuesdays and Wednesdays from 9am to 12pm and Thursdays from 1:30pm to 4:30pm.

**Need to meet us?** Our secretariats are open on Mondays, Tuesdays and Wednesdays from 1.30 to 4.30 pm and Thursdays from 9 am to 12 pm.

**Need to write to us?** Just one address: [cne.info@acv-csc.be](mailto:cne.info@acv-csc.be)

The content of this publication is intended for both men and women

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