

### **3.1.3 Adoption of a child**

(a) The provisions under 3.1.2 (c), (d), (e), (f), (g) and (h) shall apply to the adoption of children under the age of 6 years who have not started grade R.

(b) It is recognized that sometimes the child may be placed in the home prior to the legal adoption process being finalized. In this case, application can be made for leave subject to the eligibility requirements and provisions as outlined in 3.1.2 (c), (d), (e), (f), (g) and (h). Under these circumstances where the legal adoption is not subsequently approved, there shall be no liability on the part of the individual towards Rhodes University; and

(c) Where adoption of a child older than 6 years of age takes place, for a period of 2 months, reasonable accommodation should be exercised as regards work flexibility including being able to work from home. In the case of support staff, this could be taken from the individual's leave allocation if the individual's work is such that s/he cannot work from home. In the case of academic staff, the individual would have the flexibility of working from home.