

**From:** [redacted] (DIGIT)  
**Sent:** Tuesday 23 February 2016 15:40  
**To:** [redacted] (SG)  
**Cc:** [redacted]  
**Subject:** RE: Email deletion policy and special leave for adoption

Dear [redacted],

We will have look. I inform you as soon as I received the feedback from my DIGIT B.3 colleagues.

Best Regards,

[redacted]

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**From:** [redacted] (SG)  
**Sent:** Tuesday, February 23, 2016 3:28 PM  
**To:** [redacted] (DIGIT)  
**Cc:** [redacted]  
**Subject:** FW: Email deletion policy and special leave for adoption

Dear [redacted],

Can you please investigate the inclusion of the special leave for adoption (both case of 140 days and 168 days) in the list of absences that would entitle for a suspension of the email deletion? I suppose you have to check with DIGIT.B.3 which absence types should be included. I know there are also shorter leave types for adoption, but we only target here the long ones (140 and 168 days).

I include my email-exchange with HR.D.1.

Best regards,

[redacted]

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**From:** [redacted] (HR)  
**Sent:** Friday, February 19, 2016 2:18 PM  
**To:** [redacted] (SG)  
**Cc:** HR WORKING CONDITIONS; [redacted] (HR); [redacted] (HR)  
**Subject:** FW: Email deletion policy and special leave for adoption

Dear [redacted],

Indeed we consider that the leave for adoption is equal to the maternity leave.

In addition, the exact arrival time of an adopted child can be even more "unforeseen" (if not "unexpected") than a natural birth.

As the staff regulations gives the same rights for both we should have the same suspension of the auto-delete rule.

Greetings from [REDACTED] (who adopted a child).

Kind regards,

[REDACTED]  
**Team leader "Working Conditions"**

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**European Commission**

DG HR.D.1 Working conditions & Wellbeing

Sector "Working Conditions":

leave & absences, parental & family leave, part time work, overtime, standby service, shift work, particularly arduous working conditions

[REDACTED]  
<< OLE Object: Picture (Device Independent Bitmap) >>

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**From:** [REDACTED] (HR)  
**Sent:** Wednesday, February 17, 2016 11:20 AM  
**To:** [REDACTED] (HR); [REDACTED] (HR)  
**Cc:** [REDACTED] (HR)  
**Subject:** FW: Email deletion policy and special leave for adoption

Dear [REDACTED],

Could you have a look at this, together with [REDACTED] and prepare a reply.

Thx.

[REDACTED]

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**From:** [REDACTED] (SG)  
**Sent:** Wednesday, February 17, 2016 10:47 AM  
**To:** [REDACTED] (HR)  
**Cc:** [REDACTED] (SG)  
**Subject:** Email deletion policy and special leave for adoption

Dear [REDACTED],

I'm coming to you with a question that you or somebody in your unit might be able to help us with. As you know, our unit (SG.B.1) is responsible for implementing the email deletion policy. In that context we have defined that the auto-deletion can be suspended for certain absence types that are relatively "unforeseen" or "unexpected" so that there is no time to do proper email administration prior to the absence. This list was established over the past months with the input of the HR-network and has been implemented by DIGIT:

- Sickness leave with certificate
- Maternity leave. This can of course be "foreseen", but we have taken this into account because it is often preceded by sickness leave.
- Death
- Full time parental leave (100%) because it is often taken immediately after maternity leave without return to the office. For staff on half-time parental leave (50%), the email deletion is not suspended as they are active for 50% of the time and are therefore able to manage their emails appropriately.

We have now received a request to take also the "special leave for adoption (140 or 168 days)" into account. Indeed the duration is the same as the corresponding maternity leave and the purpose of the special leave is more or less the same (welcoming a new child in the family), but I'm not sure whether our main criteria, that the leave is "unforeseen" or "unexpected", are met with in this case.

As I do not know enough about adoption procedures myself, perhaps you could help me out here. I know that parents that want to adopt a child often have to go through a long procedure before they finally get a green light, so that is definitely something that is not unexpected. But I don't know if the arrival itself of the child is something that is announced to them months, weeks or days in advance. If in general it is announced well in advance, then this absence can be well planned and does not meet the criteria mentioned above. Do you know more about this? Or have other criteria/arguments that would make us accept adoption leave as a type of absence for suspending the email-deletion?

Best regards,



<< OLE Object: Picture (Device Independent Bitmap) >>

**European Commission**

Secretariat-General

Unit B1 - Corporate Management, Budget and Administration



B-1049 Brussels/Belgium



