



PARENTAL LEAVE

Procedure No: 17

Revision: 6

Sheet of: 1 of 4

Date of Issue:

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1. Purpose

To define College policy on Parental Leave and to define the implementation of Leave under the Parental Leave Act 1998 and Parental Leave (Amendment) Act 2006.

2. Scope

Parental leave entitlement is unpaid leave which is granted for those whom are natural or adoptive parents, to enable them to care for a child in accordance with the terms and conditions of the Parental Leave Act, 1998. Parental Leave entitlements also extend to persons acting in loco parentis in respect of an eligible child.

2.1 Eligibility

(i) Staff must have at least one year's continuous service with the College, before being eligible to take parental leave. However, where a child is approaching the age threshold and the employee has more than three months but less than one year's service, s/he shall be entitled to pro-rata parental leave. In such case, the employee will be entitled to one week's parental leave for every month of continuous employment.

(ii) Leave must be taken by the time the child is eight years old.

(iii) In the case of a child with a disability – the maximum age of the child for leave purposes is 16 years – provided a domiciliary care allowance is payable or would be payable – further details available from the Health Boards.

(iv) Parental Leave is available for each parent and is non-transferable. However, in the case where both parents are employed by the College, subject to agreement of the College, parental leave may be transferred from one parent to the other. This will be assessed on a case by case basis.

2.2 Entitlement

(i) Maximum entitlement consists of fourteen of the Staff member's normal working weeks. This entitlement is based on the number of days or hours worked in the fourteen weeks immediately prior to the commencement of leave. Part-time staff are entitled to parental leave on a pro rata basis.

(ii) Parental Leave consists of a continuous period of leave. Consideration may be given to the granting of this leave in a combination of shorter periods of time. The detailed arrangements of alternative leave patterns must have the agreement of the Head of School/Unit/Area and the Staff Office.

(iii) Only one 14 week period of leave may be taken in any twelve month period. Exceptional cases will be considered for consecutive leave.

2.3 Return to Work and Postponement of Leave

(i) Staff must return to work on the date set out in the Confirmation Document.

(ii) Postponement of leave by a Staff member is subject to agreement by the Head of School/Unit/Area and the Staff Office.

2.4 Pay and Other Matters

(i) Parental Leave is unpaid leave.

(ii) Staff taking Parental Leave retain all rights except those relating to remuneration.

(iii) Staff retain their normal rights to public holidays during any period of parental leave. This shall be added to the period of parental leave.

(iv) Staff accrue annual holidays during the period of parental leave.

(v) Probationary periods, training and apprenticeships will be extended by the period of the parental leave.

(vi) Staff should make provisions for continued payments to V.H.I and other schemes.

(vii) Staff should make pension arrangements with Staff Relations.

(viii) The Minister for Social and Family Affairs has introduced regulations to ensure preservation of social insurance records for employees who avail of parental leave. In such circumstances, employees should contact the Department of Social, Community and Family Affairs at the following address, to ensure that appropriate credits are made:

Department of Social and Family Affairs
Gandon House
Amiens Street
Dublin 1
TEL (01) 7043000
www.socialwelfare.ie

3. Procedure

(i) Application for Parental leave should be made in consultation with the Head of School/Unit/Area.

(ii) Application must be made to the Staff Office at least six weeks in advance of the proposed first date of leave on the appropriate form below. Applications should include the birth certificate /adoption certificate of the child.

(iii) All arrangements must take into consideration both the College's and the Department's needs. College has the right to postpone the Parental Leave for any period subject to normal restrictions under the Act.

(iv) A Confirmation Document will be drawn up by the Staff Office and must be signed and returned.

4. Relevant Legislation

Parental Leave Act, 1998, Parental Leave (Amendment) Act 2006
Circular IT 25/03 Department of Education

APPLICATION FOR PARENTAL LEAVE
(Under the Parental Leave Act 1998)

Name of Employee:
Staff Number:
Department: **Dept phone:**
Home Address:
.....

Child's name: Date of birth: ____ ____ ____
(Please enclose a copy of the child's birth certificate. The Child must be born after 3.12.93, certain eligibility rules apply to the end date of the taking of the leave)

Proposed start date of Parental Leave: ____ ____ ____
Proposed end date of Parental Leave: ____ ____ ____

If Part-Time or Job sharing please state pattern of working week.

Number of days and hours taken in this period: _____ days.
If any bank holidays fall in this period please state:

Proposed Structure of leave: _____
(i.e. half days, block period)* It is essential that a full schedule of all proposed leave days and dates be included with this application.

Period/s of Parental Leave already taken in respect of this child
With Trinity College _____
With another Employer _____

Signature of Head of School/Unit/Area _____
Signature of Staff Member _____
Date _____

NOTES

- Please note that at least six weeks notice is required to the Staff Office.
- All Parental Leave is subject to the terms and conditions as laid down in the Act.
- Applications should be made by the Head of School/Unit/Area on behalf of the Staff member in consultation with a Staff Relations Officer, Staff Office.

Application forms should be returned to Staff Relations, Staff Office, House 4, College. Telephone 8961882. Email: staff.relations@tcd.ie