



## Application for Carer's Leave (Under the Carer's Leave Act, 2001)

Name of Employee: \_\_\_\_\_ Staff Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Department \_\_\_\_\_ Dept phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Relevant Person's name: \_\_\_\_\_

Relevant Person's home address: \_\_\_\_\_

Confirmation of Deciding Officer's Decision: \_\_\_\_\_

(Enclose the original of the Deciding Officer's Decision regarding 'relevant person'. Leave will not be granted without this Decision. This will be returned)

Proposed start date of Carer's Leave: \_\_\_\_\_

Proposed end date of Carer's Leave: \_\_\_\_\_

Return to work date : \_\_\_\_\_

Proposed Structure of leave: \_\_\_\_\_

(i.e. 13 weeks minimum, 104 weeks maximum, block period)

If any bank holidays fall during the first 13 weeks of absence please state: \_\_\_\_\_

Has this staff member previously taken Carer's Leave? \_\_\_\_\_



Signature of Head of School/ Administrative & Services Area:

\_\_\_\_\_ Date: \_\_\_\_\_

Print name of Head of School/ Administrative & Services Area:

\_\_\_\_\_

Signature of Staff Member:

\_\_\_\_\_ Date: \_\_\_\_\_

#### Notes

Please note that at least six weeks' notice is required to Human Resources (except in emergencies). A decision from a Deciding Officer must be provided to the College. Leave cannot not be granted without this decision. All Carer's Leave is subject to the terms and conditions as laid down in the Act. Applications should be made initially through the Department for Social, Community and Family Affairs for a decision regarding 'relevant person'. Applications for leave should be made by the Head of School/Unit/Area on behalf of the staff member in consultation with Human Resources.

Application forms should be email to: [hr@tcd.ie](mailto:hr@tcd.ie)