**Application for Parental Leave Under Parental Leave Act 1998**

**Section 1 – to be completed in full by staff member**

**STAFF DETAILS**

Staff Name

Staff Number

Department

Address

Phone

Email Address

Full Time Part Time Hours & Pattern of Work

**PARENTAL LEAVE REQUEST DETAILS – A copy of the child’s birth certificate must be**

**attached**

Name of Child

Date of birth\*

Proposed start date

Proposed end date

Proposed structure of leave\*

Proposed number of days

State Public/University holidays during proposed period

Parental Leave previously taken in respect of this child with

Trinity College Dublin

Other Employer

**STAFF SIGNATURE – I declare that the information given above is accurate and complete**

Signed

Print Name

Date

**Section 2 – to be completed by Head of School/Area**

**AUTHORISED SIGNATORY**

Signed

Print Name

Date

**NOTES**

Completed applications should be emailed to hr@tcd.ie no later than 6 weeks prior to the proposed start date of Parental Leave.

\*Please ensure to enclose

* a photocopy of the child’s birth certificate
* a FULL schedule of Parental Leave with your application. (Please see calendars enclosed here that needs to be completed as required)

Incomplete applications will NOT be processed and will be returned to the applicant.

Please ensure you read the Parental Leave policy in full before submitting your application.

**Application Form – to change hours of work and/or work pattern on return from Parental Leave** This form is to be used **only when a staff member is returning** from Parental Leave and wishes to request a change to their working hours and/or working pattern for a set period (Under European Union (Parental Leave) Regulations 2013)

**Section 1 – to be completed in full by staff member**

**STAFF DETAILS**

Staff Name

Staff Number

Phone

Email Address

Department

Address

Grade

Status

Full Time

Part Time

Paygroup

Monthly

Fortnightly

**RELEVANT CHILD**

Name of Child

Date of birth\*

Parental leave dates in respect of relevant child

|  |
| --- |
| **WORK SCHEDULE****Current working arrangements:** |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Hours** |  |  |  |  |  |
| **Start time** |  |  |  |  |  |
| **Finish time** |  |  |  |  |  |
| **Proposed Working Arrangements**Proposed start date Proposed end date  |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Hours** |  |  |  |  |  |
| **Start time** |  |  |  |  |  |
| **Finish time** |  |  |  |  |  |

**STAFF SIGNATURE – I declare that the information given above is accurate and complete**

Signed

Print Name

Date

**Section 2 – to be completed by Head of School/Area**

**CONSIDERATION & CONFIRMATION**

Having considered the above request to change hours of work and/or pattern of work under

the European Union (Parental Leave) Regulations 2013, I confirm that:

The request is approved

**Signature of Head of School/Area**

The request is declined

Signed

Date

Print Name

**IMPORTANT NOTES:**

* Request to be made no later than 6 weeks before proposed commencement date using this application
* Response to be given no later than 4 weeks before proposed commencement date using this application
* Copy of completed application must be returned to Human Resources whether approved or declined
* Copy of the completed application must be given to the applicant whether approved or declined and a copy held locally for record purposes
* Where approved, a change in terms & conditions confirmation letter will be issued by HR to the staff member which will be copied to the Head of School/Area for local records
* Applications less than 6 months duration can be approved by the Head of School/Area
* Applications greater than 6 months duration require submission to theFaculty Executive Committee / Divisional Chief Officer for consideration.

**= Compulsory annual leave day ** **= Public/University Holiday**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JANUARY 2024 | FEBRUARY 2024 | MARCH 2024 | APRIL 2024 | MAY 2024 | JUNE 2024 |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | 31 |  |  |  |  | 26 | 27 | 28 | 29 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| JULY 2024 | AUGUST 2024 | SEPTEMBER 2024 | OCTOBER 2024 | NOVEMBER 2024 | DECEMBER 2024 |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  | 1 |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 |  |  |  |  |  |  | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 | 31 |  |  |  |  |  |

**= Compulsory annual leave day = Public/University Holiday**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  | 1 | 2 |  |  |  |  |  | 1 | 2 |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  | 1 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 27 | 28 | 29 | 30 | 31 |  |  | 24 | 25 | 26 | 27 | 28 |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |  |  |  |  |  |  |
| JULY 2025 | AUGUST 2025 | SEPTEMBER 2025 | OCTOBER 2025 | NOVEMBER 2025 | DECEMBER 2025 |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 28 | 29 | 30 | 31 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |