**Application for Parent’s Leave**

**(Under Parent’s Leave and Benefit Act 2019)**

# 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

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

Name of child

Date of birth**\***

*(if applying in advance of the birth/placement, or where Trinity College is not the same employer from whose employment maternity or adoptive leave has been taken, please include medical, or other appropriate certificate confirming the pregnancy and specifying the expected week of confinement / birth or date of placement of the child)*

Proposed start date Proposed end date

Proposed Return to Work date

***(The leave must be taken as one continuous period of 7 weeks or separate periods of not less than one week. The entire period of 7 weeks must be taken during the first 2 years of a child’s life)***

# STAFF SIGNATURE – I declare that the information given above is accurate and complete. I agree &

**understand all Terms and Conditions of the Parent’s Leave Policy.**

Signed: Date:

Print Name:

# Section 2: To be Completed by Head of School/ Area

**AUTHORISED SIGNATORY**

Signed: Date: Print Name:

**NOTES**

Completed applications should be emailed to [hr@tcd.ie](mailto:hr@tcd.ie) no later than 6 weeks prior to the

proposed start date of Parent’s leave.

# \*Please ensure to enclose

* medical certificate confirming the expected date of birth, or
* a copy of a birth certificate, or
* a copy of the declaration of suitability, or
* a copy of the certificate of placement.

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

Parent’s leave must be used to assist in the provision of care to the child. This leave may be terminated if it is not used for this purpose. Any staff member abusing this leave may be subject to disciplinary action in line with the University disciplinary procedures.