Parental Leave

1. Purpose
   To define the University’s policy on Parental Leave in accordance with the Parental Leave Act 1998 to 2019.

   The Parental Leave (Amendment) Act 2019 provides for an additional 4 weeks of parental leave i.e an increase from 18 to 22 weeks to take effect from 1 September 2019 and a further increase from 22 to 26 weeks to take effect from 1st September 2020.

2. Scope
   Parental leave is available to employees with continuous service of one year who are natural or adoptive parents, and also extends to persons acting in loco parentis in respect of an eligible child. It is unpaid leave from work, taken by parents to enable them to take care of their child in accordance with the terms and conditions of the Parental Leave Act.

3. Eligibility
   31 Staff must have at least 1 year of continuous service with the University before being eligible to apply for Parental Leave. However, a staff member with more than 3 months but less than 1 year of service shall be entitled to 1 week of Parental Leave for every month of continuous employment in cases where the child is approaching the age threshold.

   32 Parental Leave must be taken before the child reaches 13 years of age or 16 years of age in the case of a child with a disability or long-term illness.

   33 Parental Leave is available for each parent and is generally non-transferable. However, where both parents are employed by the University, 14 of the 22 weeks Parental Leave may be transferred from one parent to the other subject to agreement of the University. This will be assessed on a case by case basis.
3.4 **In the case of adoption**

In the case of a child under 10 years at the time of the adoption, parental leave must be taken before the child reaches 12 years. However, if the child is aged between 10 and 12 at the time of the adoption, the leave must be taken within 2 years of the adoption order.

4. **Entitlement**

4.1 The maximum Parental Leave entitlement is 22 weeks per child based on the number of days or hours worked in the 22 weeks immediately prior to the commencement date of leave. Part-time staff are entitled to Parental Leave on a pro rata basis.

4.2 Parental Leave consists of a continuous block of 22 weeks or two blocks of 6 or more weeks with a minimum of 10 weeks between each block. Consideration may be given to the granting of Parental Leave in shorter or broken periods subject to the agreement of the Head of School/Area and Human Resources.

4.3 Where a staff member has more than one child, no more than 22 weeks Parental Leave may be taken in any 12-month period, except in the case of multiple births. Consideration for consecutive leave may be given in exceptional circumstances.

4.4 Staff members who have an outstanding balance of their 18 weeks leave and whose child is under 12 years of age are entitled to take the balance of the untaken weeks along with the additional 4 weeks, in blocks of no less than one week.

4.5 Staff Members who previously availed of 18 weeks parental leave and whose child is under 12 years of age are entitled to a further 4 weeks leave which can be taken in blocks comprising of no less than one week.

5. **Return to Work and Postponement of Leave**

5.1 Staff must return to work on the date set out in the Confirmation Document.

5.2 Postponement of Parental Leave by a staff member is subject to agreement of the Head of School/Area and Human Resources.

6. **Request to a change in working hours and/or working patterns**

6.1 Staff returning to work from Parental Leave may request changes to their working hours and/or working patterns for a set period by submitting the application form below to the Head of School/Area no later than 6 weeks before the proposed commencement date of the set period. The nature of the changes requested, the date of commencement and duration of the set period must be specified.
The Head of School will review the request, sign off and send the form to HR.

A confirmation email will be sent by HR to the staff member to advise if the request has been approved or declined.

**7. Employment Right during Parental Leave**

7.1 Parental Leave is unpaid leave.

7.2 Staff taking Parental Leave retain all rights except those relating to remuneration including pension.

7.3 Staff retain their normal entitlements to public holidays that occur during a period of Parental Leave.

7.4 Staff accrue annual leave as normal during a period of Parental Leave.

7.5 Probationary periods, training and apprenticeships will be extended by the period of the Parental Leave.

7.6 Staff should make individual arrangements for continued payments to VHI and other schemes.

7.7 Staff taking block Parental Leave may receive PRSI credits for each week taken thus ensuring preservation of their Social Protection records. In such circumstances, staff should write to the Records Update Section at the following address ensuring to enclose a copy of the Confirmation Document issued: Dept. of Social Protection, Mc Carter’s Road, Ardaravan, Buncrana, Co. Donegal

**8. Application and Approval Process**

8.1 Application must be made using the parental leave application form and in consultation with the Head of School/Area.

8.2 The Head of School will review the application, consider whether it is possible to facilitate parental leave as requested and complete Section 2 of the Application. All Leave arrangements must take into consideration the needs of the staff member and the School/Area.

8.3 The University has the right to postpone an application for Parental Leave subject to normal restrictions under the Act.
84 Applications must include a photocopy of the child’s birth certificate or adoption certificate. A full schedule of proposed Parental Leave, outlining each day and date must also be included.

85 Completed Application and supporting documents should be emailed to hr@tcd.ie at least 6 weeks in advance of the proposed commencement date of Parental Leave.

86 On receipt of the completed application, a Confirmation Document will be drawn up and sent by Human Resources which must be signed by the staff member and returned at least 4 weeks prior to the date of commencement of leave. Leave cannot commence prior to formal approval confirmation from HR.

87 Once the application has been signed by the staff member and the Head of School/Area, alterations can only be made by mutual agreement and HR needs to be informed of the same.

9. **Relevant Legislation**

Parental Leave Act 1998

Parental Leave (Amendment) Act 2006

European Union (Parental Leave Regulations 2013

Parental Leave (Amendment) Act 2019

Circular IT 25/03 Department of Education
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

And

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 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 2019 & 2020 Calendars enclosed here that needs to be completed as required)

Incomplete applications will NOT be processed and will be returned to the applicant.
Application Form – to change hours of work and/or work pattern on return from Parental Leave

This form is to be used 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

<table>
<thead>
<tr>
<th>STAFF DETAILS</th>
</tr>
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<tbody>
<tr>
<td>Staff Name: ___________________ Staff Number: ___________________</td>
</tr>
<tr>
<td>Phone: _______________ Email Address: ___________________</td>
</tr>
<tr>
<td>Department: ___________________</td>
</tr>
<tr>
<td>Address: ___________________</td>
</tr>
<tr>
<td>Grade: ___________________</td>
</tr>
<tr>
<td>Status: Full-Time ______ Part-Time ______</td>
</tr>
<tr>
<td>Paygroup: Monthly ______ Weekly ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELEVANT CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of child: ___________________ Date of Birth: ___________________</td>
</tr>
<tr>
<td>Parental leave dates in respect of relevant child: ___________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current working arrangements:</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Hours</td>
</tr>
<tr>
<td>Start time</td>
</tr>
<tr>
<td>Finish time</td>
</tr>
</tbody>
</table>

| Proposed working arrangements: |
| Proposed start date: ___________ Proposed end date: ___________ |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Hours |
| Start time |
| Finish time |

<table>
<thead>
<tr>
<th>Staff Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed: _______ Date: _______________</td>
</tr>
<tr>
<td>Print Name: ___________________</td>
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</table>
Section 2: To be completed by Head of School/Area

CONSIDERATION & CONFIRMATION

Having considered the above request for changes to hours of work and / or pattern of work under the European Union (Parental Leave) Regulations 2013, I confirm that:

The request is approved ☐  The request is declined ☐

Signature of Head of School/Area

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 the Faculty Executive Committee / Divisional Chief Officer for consideration
Please complete the below and submit with your application.

**Employee Name:**

**Employee ID:**

1. Please circle the dates that you will be taking Parental Leave.

2. These Parental Leave Days will be (please tick one only):

<table>
<thead>
<tr>
<th>Full Days</th>
<th>Half Days</th>
</tr>
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</table>

Payroll Notes *(Office Use Only)*
3. Please circle the dates that you will be taking Parental Leave.

4. These Parental Leave Days will be (please tick one only):

<table>
<thead>
<tr>
<th></th>
<th>Full Days</th>
<th>Half Days</th>
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PAYROLL NOTES (Office Use Only)