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## Parental Leave

### 1. Purpose

To define the University's policy on Parental Leave in accordance with the Parental Leave Act 1998, Parental Leave (Amendment) Act 2006 and European Union (Parental Leave) Regulations 2013.

### 2. Scope

Parental Leave entitlement is unpaid leave which is granted to those who 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. The maximum parental leave entitlement is 18 weeks per child.

### 3. Eligibility

- 3.1** 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.
- 3.2** Parental Leave must be taken before the child reaches 13 years of age (statutory age limit is 8 years) or 16 years of age in the case of a child with a disability or long term illness.
- 3.3** Parental Leave is available for each parent and is generally non-transferable. However, where both parents are employed by the University, 14 of the 18 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.



#### **4. Entitlement**

- 4.1** The maximum Parental Leave entitlement is 18 weeks per child based on the number of days or hours worked in the 18 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 18 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 18 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.

#### **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. Procedure for Application**

- 6.1** Application for Parental Leave should be made in consultation with the Head of School/Area.
- 6.2** All Parental Leave arrangements must take into consideration the needs of the staff member and the School/Area.
- 6.3** The University has the right to postpone an application for Parental Leave subject to normal restrictions under the Act.
- 6.4** Application must be made to Human Resources at least 6 weeks in advance of the proposed commencement date of Parental Leave on the form below.
- 6.5** Applications must include a photocopy of the child's birth certificate /adoption certificate. A full schedule of proposed Parental Leave, outlining each day and date must also be included.



**6.6** Once the application has been signed by the staff member and the Head of School/Area, alterations can only be made by mutual agreement. On receipt of the completed application, a Confirmation Document will be drawn up by Human Resources which must be signed by the staff member and returned.

## **7. Pay and Other Matters**

**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, Ardaraun, Buncrana, Co. Donegal

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

**8.1** 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.

**8.2** The request will be considered and a copy of the application form will be returned to the staff member to advise if the request has been approved or declined.



## **9. Relevant Legislation**

Parental Leave Act 1998

Parental Leave (Amendment) Act 2006

European Union (Parental Leave Regulations 2013

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 are to be returned to the HR Service Centre, Human Resources 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. 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**

**STAFF DETAILS**

Staff Name: \_\_\_\_\_ Staff Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_

Status:            Full-Time        \_\_\_\_\_ Part-Time        \_\_\_\_\_  
 Paygroup:        Monthly            \_\_\_\_\_ Weekly            \_\_\_\_\_

**RELEVANT CHILD**

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parental leave dates in respect of relevant child: \_\_\_\_\_

<b>WORK SCHEDULE</b>					
<b>Current working arrangements:</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Hours</b>					
<b>Start time</b>					
<b>Finish time</b>					
<b>Proposed working arrangements:</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Hours</b>					
<b>Start time</b>					
<b>Finish time</b>					

**Staff Signature**

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

Print Name: \_\_\_\_\_

## 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 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





Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

# 2019 PARENTAL LEAVE CALENDAR

= compulsory annual leave day  = public/university holiday

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):

Full Days

Half Days

PAYROLL NOTES: (OFFICE USE ONLY)

JANUARY 2019

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019

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MARCH 2019

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31						

APRIL 2019

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14	15	16	17	18	19	20
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28	29	30				

MAY 2019

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JUNE 2019

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JULY 2019

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AUGUST 2019

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SEPTEMBER 2019

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OCTOBER 2019

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NOVEMBER 2019

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DECEMBER 2019

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29	30	31				



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APPLICATION.

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Half Days

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