



## **PATERNITY LEAVE – PROCEDURE<sup>1</sup>**

### **A. Documents Required**

1. **The Paternity Leave Application Form**, completed by the employee and signed by their Head of School, Discipline or Area at least four weeks before the proposed first day of leave.

### **2. The following documents as the case may be:**

#### **a. In the case of an adoption:**

- i. A declaration/official placement order in the case of an adoption
- ii. A copy of the placement certificate where the application is being made after the date of the placement
- iii. In the case of a foreign adoption, the adopting staff member must obtain a Declaration of Suitability and Eligibility certificate from the Adoption Authority of Ireland, in advance of the date of placement. As soon as possible after the date of placement the adopting staff member should provide written confirmation of placement.

**OR**

#### **b. In the case of a child that has already been born and is under 26 weeks of age.**

- i. A copy of the birth certificate

**OR**

#### **c. In the case of a child that has not yet been born:**

- i. A copy of the medical certificate as provided by the mother to her employer or another appropriate certificate from a registered medical practitioner confirming the pregnancy and specifying the expected date of birth of the child

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<sup>1</sup> Please note that the 26 weeks continuous employment requirement applies to all new staff as and from XX/XX/20XX. For staff who were in employment on or before the XX/XX/20XX the continuous employment rule comes into effect on the XX/XX/20XX.

**3. Plus the following in all cases:**

Completed Paternity Benefit Form - **PB1** (to be completed by the employee) *and* **PB2** (to be completed by the employer) both of which can be accessed from the following [Link](#)

**B: Applying for Paternity Leave**

1. Send the following to HR for processing ([hr@tcd.ie](mailto:hr@tcd.ie) or by post HR, House 4, College):
  - a. the signed and approved Paternity Leave Application Form
  - b. the Paternity Benefit form **PB2**
  - c. the relevant certificate/placement order

2. Human Resources will verify, stamp and sign the **PB2** form and return it to the staff member

3. Send your completed **PB1** and **PB2** to the Department of Social Protection at least three weeks before the start date of Paternity Leave:

*Paternity Benefit Section*

*FREEPOST*

*Department of Social Protection*

*McCarter's Road*

*Buncrana*

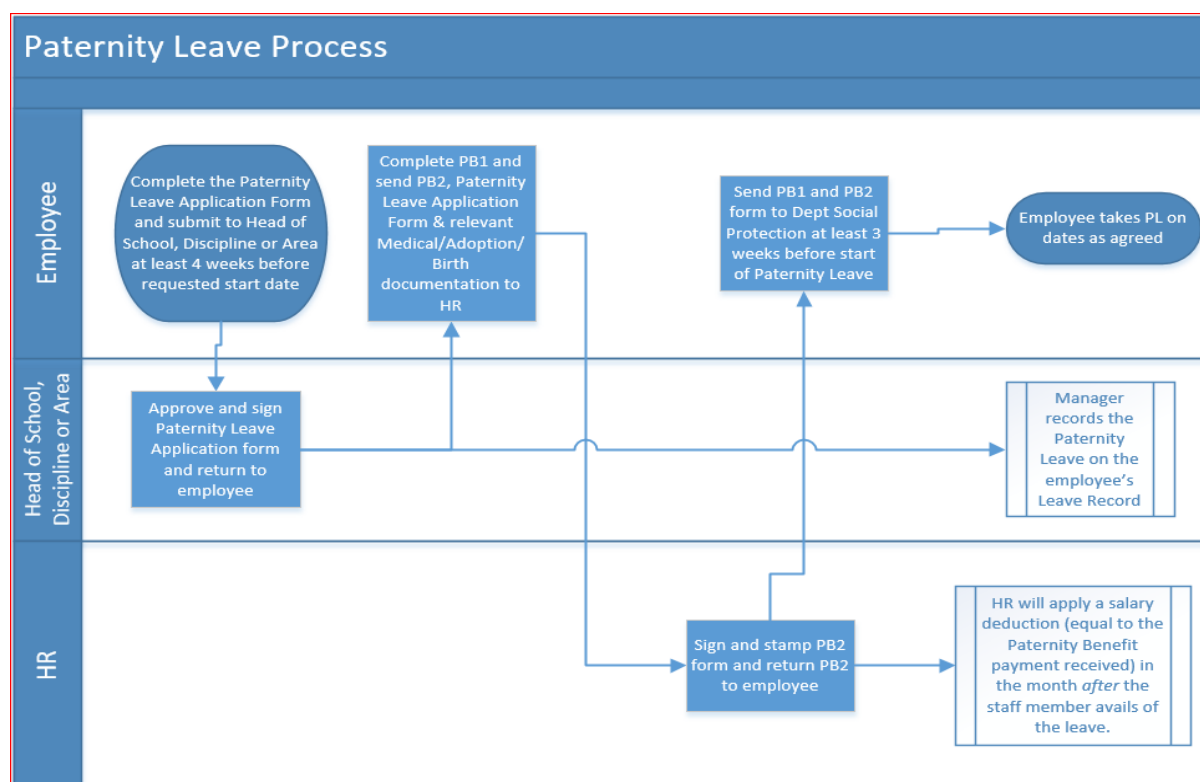
*Co. Donegal*

*Telephone: (01) 471 5898 LoCall: 1890 690 690*

*If you are calling from outside the Republic of Ireland please call +353 1 471 5898*

4. Human Resources will apply a salary deduction equal to the Paternity Benefit payment that is made directly to the staff member. This deduction will take place in the month that the staff member avails of the leave.

## Paternity Leave Process Flow:



## C: Postponing or Bringing Forward your Paternity Leave dates:

### 1. The child is born earlier than expected.

Where the date of birth occurs in a week that is 4 weeks or more before the expected date of birth, the relevant parent shall inform their Head of School, Discipline or Area immediately and will be deemed to have complied with the notification period. The formal Paternity Leave procedure must be completed and the forms submitted within 7 days commencing on the day of birth.

### 2. The child is born or is placed later than expected.

Where, as the case may be, the day of placement is postponed or the date of birth occurs after the date requested by a relevant parent in their official application, the relevant parent is entitled to select another date on which the Paternity Leave shall commence. The relevant parent must agree the revised dates with their Head of School, Discipline or Area,

provide a copy of the birth certificate/official placement order and inform Human Resources within 7 days of the original start date of Paternity Leave.

**3. The Relevant Parent is on sick leave which coincides with the Paternity Leave period.**

- 3.1.** In the event of illness of the relevant parent immediately prior to the commencement of his/her Paternity Leave, the Paternity Leave may be postponed.
- 3.2.** The relevant parent must immediately inform the employer and must provide written notification of the postponement of the leave due to illness, and include appropriate medical certification. Such absences shall be treated in the same manner as an absence from duty due to illness.
- 3.3.** It should be noted that such postponed leave can be resumed on a date which is agreeable to the relevant parent and the Head of School, Discipline or Area, to be taken not later than 7 days after the relevant parent has been certified fit to resume, and provided that the postponed leave is taken within the time limit of 26 weeks after the date of birth or placement of the child.

**4. Postponement of Paternity Leave on Hospitalisation of the Child**

- 4.1.** In the event of the hospitalisation of the child a request may be made for a postponement of the Paternity Leave.
- 4.2.** Postponement of the leave will require the absent relevant parent to resume duties during the period of postponement.
- 4.3.** An application for postponement must be made in writing to the Head of School, Discipline or Area, accompanied by certification from the hospital in which the child is hospitalised. The staff member is to be notified, in writing, as soon as possible of the decision. If the leave is to be postponed the date of return to work must be agreed at that point.
- 4.4.** The relevant parent must provide their Head of School, Discipline or Area with a letter or other appropriate document from the hospital or the child's doctor confirming the child's discharge date.

**4.5.** The postponed leave shall be taken as a continuous period beginning not later than 7 days after the child is discharged from hospital or such other date as may be agreed with the Head of School, Discipline or Area.