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## Parental Leave Policy

### 1. Purpose

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

### 2. Scope

<b>Scope</b>	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.
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### 3. Eligibility

<b>Service Criteria</b>	Employees must have at least one year of continuous service with the University before being eligible to apply for Parental Leave.  However, an employee with more than three months but less than one year of service shall be entitled to one week of Parental Leave for every month of
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	continuous employment in cases where the child is approaching the age threshold.
<b>Child age limit</b>	Parental Leave must be taken before the child reaches 16 years of age in all cases including for parents of children with a disability or long-term illness and in the case of adoption.
<b>Transfer of leave when both parents are employees of the University</b>	Parental Leave is available for each parent and is generally non-transferable. However, where both parents are employed by the University, 14 of the 26 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

<b>Maximum entitlement</b>	<p>The maximum Parental Leave entitlement is 26 working weeks per child based on the number of days or hours worked in the 26 weeks immediately prior to the commencement date of leave.</p> <p>Part-time employees are entitled to Parental Leave on a pro rata basis.</p>
	<p>Parental Leave consists of a continuous block of 26 weeks or two blocks of 6 or more weeks with a minimum of 10 weeks between each block.</p> <p>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.</p>



<b>Maximum leave in a 12 month period</b>	<p>Where an employee has more than one child, no more than 26 weeks Parental Leave may be taken in any 12-month period, except in the case of multiple births.</p> <p>Consideration for consecutive leave may be given in exceptional circumstances.</p>
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## 5. Return to Work and Postponement of Leave

<b>Returning to Work</b>	Employees must return to work on the date set out in the Confirmation Document.
<b>Postponement of Leave</b>	Postponement of Parental Leave by an employee 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

	<p>Employees 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.</p> <p>The Head of School will review the request, sign off and send the form to HR.</p> <p>A confirmation email will be sent by HR to the employee to advise if the request has been approved or declined.</p>
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## 7. Employment Right during Parental Leave

<b>Employment rights</b>	Parental Leave is unpaid leave. Employees taking Parental Leave retain all rights except those relating to remuneration including pension
<b>Annual leave and Public holidays</b>	Employees accrue annual leave for periods of parental leave. Employees accrue public holidays that occur during a period of Parental Leave
<b>Probation, Training, Apprenticeships</b>	Probation <sup>1</sup> , training and apprenticeships will be extended by the period of the Parental Leave.
<b>Schemes and benefits</b>	Employees must make individual arrangements for continued payments to VHI, tax saver and other schemes.
<b>PRSI arrangements</b>	Employees taking block Parental Leave may receive PRSI credits for each week taken thus ensuring preservation of their Social Protection records. In such circumstances, employees should write to the Records Update Section at the following address ensuring to enclose a copy of the Confirmation Document issued: <b>Dept. of Social Protection, McCarter's Road, Ardaravan, Buncrana, Co. Donegal</b>

<sup>1</sup> To maximum probation period permitted



## **8. Policy Review**

This policy will be reviewed after three years and/or in accordance with relevant legislative update.

## **9. Relevant Legislation**

Parental Leave Act 1998

Parental Leave (Amendment) Act 2006

European Union (Parental Leave Regulations 2013 Parental Leave (Amendment) Act 2019

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**END POLICY**



## PROCESS

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### How do I apply for Parental Leave

<b>Application Process and Approval Process</b>	Application must be made using the parental leave application form and in consultation with the Head of School/Area.
	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.
	The University has the right to postpone an application for Parental Leave subject to normal restrictions under the Act.
	Applications must include a photocopy of the child's <b>birth certificate /adoption certificate</b> . A full schedule of proposed Parental Leave, outlining each day and date must also be included.
	Completed Application and supporting documents should be emailed to <a href="mailto:hr@tcd.ie">hr@tcd.ie</a> at least 6 weeks in advance of the proposed commencement date of Parental Leave
	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.
	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.

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**End Process**



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

**Section 1 – to be completed in full by the employee**

**EMPLOYEE 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 \_\_\_\_\_ 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 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.



**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 \_\_\_\_\_ 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					



<b>Finish time</b>					
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**STAFF SIGNATURE – I declare that the information given above is accurate and complete**

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

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

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

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 \_\_\_\_\_ The request is declined \_\_\_\_\_

**Signature of Head of School/Area**

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

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

**CONSIDERATION & CONFIRMATION**

**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

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					

Please fill in the calendar with the days you are planning to take as Parental Leave and complete the below fields:



# PARENTAL LEAVE CALENDAR 2024



= Compulsory annual leave day



= Public/University Holiday

EMPLOYEE NAME: \_\_\_\_\_

STAFF NUMBER: \_\_\_\_\_

These Parental Leave days will be (please tick one only):

Full days  Half days:

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	



# PARENTAL LEAVE CALENDAR 2025



= Compulsory annual leave day



= Public/University Holiday

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								

Please fill in the calendar with the days you are planning to take as Parental Leave and complete the below fields:

EMPLOYEE NAME: \_\_\_\_\_

STAFF NUMBER: \_\_\_\_\_

These Parental Leave days will be (please tick one only):

Full days  Half days: