



Parent's Leave

1. Purpose & Scope

Parent's leave entitles eligible members of staff to 7 weeks' leave within the first two years of the birth or adoption of their child or the child of their spouse or partner. This is unpaid leave from work with a State-paid Parent's leave standard benefit of €274 per week (at the same rate as maternity, adoptive and paternity benefit), provided the employee has made sufficient PRSI contributions.

Parent's Benefit will increase from 7 weeks to 9 weeks for parents of children born or adopted from August 2024.

The additional two weeks of Parent's leave will apply to parents of children who are under the age of 2 in August 2024, or adoptive children who have been placed with their parents for less than two years in August 2024.

2. Eligibility

- 2.1** Parent's leave is available to employees who are deemed to be the "relevant parent" of a child. There is no minimum service required with the University to qualify for parent's leave. Parent's leave is non-transferrable between relevant parents.

Under the Act, a "relevant parent" includes:

- a parent of the child
- the spouse, civil partner or cohabitant of a parent of the child
- a parent of the child where the child is a donor-conceived child
- the adopting mother or sole male adopter of the child
- the spouse, civil partner or cohabitant of the adopting mother or sole male adopter of the child



- each individual in the couple where the child is, or is to be, adopted jointly by a married couple of the same sex or a couple that are civil partners of each other, or a cohabiting couple of the same sex.

In certain circumstances, this may give rise to an entitlement to Parent's leave on the part of up to four individuals in respect of a single child.

- 2.2** To qualify for Parent's Benefit, you must have paid sufficient pay related social insurance (PRSI) contributions.

If you have received Maternity Benefit, Adoptive Benefit, or Paternity Benefit for your child, you will automatically satisfy the PRSI contributions requirements for your Parent's Benefit.

Further details on eligible PRSI Contributions can be found on www.welfare.ie

3. Entitlements and Conditions

- 3.1** Parent's leave will apply to births/placements that take place on or after the 1st November 2019.

Parent's leave will increase from 7 weeks to 9 weeks for parents of children born or adopted from August 2024.

- 3.2** Parent's leave and social welfare benefit is available to eligible members of full-time and part-time staff to allow them time off from work for up to 2 weeks within the first year of the birth or adoption of their child or the child of their spouse or partner.
- 3.3** Parent's leave must be taken either as one continuous period of 2 weeks' leave or periods of not less than one week at a time.
- 3.4** Parent's leave entitles eligible members of staff to 7 weeks' leave within the first two years of the birth or adoption of their child or the child of their spouse or partner.
- 3.5** Any public holidays that fall during a period of Parent's leave can be added to the end of the period of Parent's leave.
- 3.6** The leave will commence on the date the relevant parent selects in their written notification.
- 3.7** In the case of multiple births, or where two or more children are being adopted at the same time, only a single two-week entitlement of Parent's leave applies.



- 3.8** A staff member on maternity leave may take their Parent's leave once their standard maternity leave has concluded. If the staff member avails of additional maternity leave, the staff member may take the parent's leave after both have concluded.
- 3.9** Staff members who qualify for paternity leave may need to consider drawing down their paternity leave before availing of Parent's leave because the paternity leave must commence within 26 weeks of the child's birth.

4. Employment Rights during Parent's Leave

- 4.1** Parent's leave is unpaid leave.
- 4.2** Staff taking Parent's leave retain all rights except those relating to remuneration including pension.
- 4.3** Staff retain their normal entitlements to public holidays that occur during a period of Parent's leave.
- 4.4** Staff accrue annual leave as normal during a period of Parent's leave.
- 4.5** Probationary periods, training and apprenticeships will be extended by the period of the Parent's leave.
- 4.6** Staff should make individual arrangements for continued payments to VHI and other schemes.
- 4.7** PRSI contributions – you can get credited PRSI contributions while you are on Parent's leave.

5. Notice required when applying for Parent's leave

A staff member must notify their Head of School/Area at least 6 weeks in advance of their intention to take Parent's leave. Where Trinity College is not the same employer from whose employment maternity or adoptive leave has been taken, the staff member will be required to include a copy of the medical, or other appropriate, certificate confirming the pregnancy and specifying the expected week due date / birth or date of placement of the child.



6. Postponement of Parent's leave by Trinity College

In certain limited circumstances the University may need to exercise its right to postpone for up to 12 weeks their staff member's intended Parent's leave commencement date. The postponement may arise where the University is satisfied that the taking of the Parent's leave at the time specified in the notification would have a substantial adverse effect on its operations by reason of:

- (a) seasonal variations in the volume of work concerned,
- (b) the unavailability of a person to carry out your duties during the period of the leave,
- (c) the nature of your duties,
- (d) the number of other colleagues availing of parent's leave during the period

If this postponement results in the child reaching 2 years before the leave has been drawn down, the 104 weeks cap will be extended by up to 12 weeks.

7. Early Birth

Where the birth of the child occurs 4 or more weeks prematurely, a staff member who is the relevant parent (where circumstances require) will be deemed to have complied with their notice of intention to take Parent's leave obligations to the University if notice is given in the period of 7 days commencing on the date of birth.

8. Postponement of Parent's leave due to late birth/postponed adoption placement

A staff member who is a relevant parent may postpone a period of Parent's leave where the date of birth occurs after the date selected by a relevant parent in their notification to the University or where the date of placement is postponed in the case of adoption. The relevant parent may select another date on which Parent's leave will commence.

9. Postponement of Parent's leave when the child is hospitalised

If the child is hospitalised, the staff member may request in writing to postpone all or part of their parent's leave. The postponed leave is to be taken not later than 7 days



after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and the University.

10. Application and Approval Process

- 10.1** An application must be made using the Parent's leave application form and in consultation with the Head of School/Area.
- 10.2** The Head of School/Area will review the application and consider whether it is possible to facilitate Parent's leave as requested. All Leave arrangements must take into consideration the needs of the staff member and the School/Area.
- 10.3** The University has the right to postpone an application for Parent's leave subject to normal restrictions under the Act.
- 10.4** 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 birth or date of placement of the child.
- 10.5** The completed application and supporting documents should be emailed to hr@tcd.ie not later than 6 weeks in advance of the proposed commencement date of Parent's Leave.
- 10.6** Once the application has been signed by the staff member and the Head of School/Area, alterations can only be made by mutual agreement and HR needs to be informed of same.
- 10.7** Once the application is approved by the University, the staff member must apply for Parent's Benefit online at www.welfare.ie. The staff member must have a verified MyGovID account to use MyWelfare.ie. Please visit www.mygovid.ie to get a verified MyGovID account.

The staff member will need the child's PPSN to complete the application.

If the staff member is unable to apply online, the Parent's Benefit application form can be requested from the Parent's Benefit Section by email at parentsben@welfare.ie or by calling 1890 690 690.



**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 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.