



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Procedure No: 61

Revision: 7

Sheet: 1 of 10

Date of Issue: 9th October 2024

Date approved: 9th October 2024

Parent's Leave Policy



1. Purpose

To define the University policy on Parent's Leave in accordance with the Parent's Leave and Benefit Act 2019

2. Scope

Scope	Parent's Leave is available to employees who are deemed to be the "relevant parent" of a child.
Relevant Parent	<p>Under the Act, a "relevant parent" includes:</p> <ul style="list-style-type: none">• 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 parent of the child• the spouse, civil partner or cohabitant of the adopting parent 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. <p>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.</p>

3. Eligibility

	There is no minimum service required with the University to qualify for
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Service Criteria	parent's leave.
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4. Entitlement

Entitlement	Parent's leave entitles eligible employees to nine weeks' leave within the first two years of the birth or the placement of an adopted child or the child of their spouse or partner.
Unpaid Leave	Parent's Leave is unpaid leave from work
State Benefit Payment	<p>There is a State-paid parent's leave benefit¹ payable to eligible parents. , To qualify for Parent's Benefit, you must have paid sufficient PRSI contributions.</p> <p>If you have received Maternity Benefit, Adoptive Benefit, or Paternity Benefit for your child, you should automatically satisfy the PRSI contributions requirements for your Parent's Benefit.</p> <p>Further details on eligible PRSI Contributions and amount payable can be found on www.welfare.ie</p>

5. Conditions of Parent's Leave

Duration of Leave	Parent's leave must be taken either as one continuous period of seven weeks' leave or periods of not less than one week at a time.
Non-transferable	Parent's leave is non-transferrable between relevant parents.

¹ at the same rate as maternity, adoptive and paternity benefit



Commencement date	The leave will commence on the date the relevant parent selects in their written notification.
Multiple births	In the case of multiple births, or where two or more children are being adopted at the same time, only a single seven-week entitlement of parent's leave applies.

6. Employment Right during Parent's Leave

Employment rights	Parent's Leave is unpaid leave. Employees taking Parent's Leave retain all rights except those relating to remuneration including pension
Annual leave and Public holidays	Employees accrue annual leave for periods of Parent's Leave. Employees accrue public holidays that occur during a period of Parent's Leave
Probation, Training, Apprenticeships	Probation ² , training and apprenticeships may be extended by the period of the Parent's Leave.
Schemes and benefits	Employees must make individual arrangements for continued payments to VHI, tax saver and other schemes for periods of Parent's Leave
PRSI arrangements	Employees taking block Parent's Leave may receive PRSI credits for each week taken thus ensuring preservation of their Social Protection records.

7. Employees considerations for discharging Parent's Leave

	Employees on maternity leave may take their parent's leave
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² To maximum probation period permitted



After Maternity Leave	once their standard maternity leave has concluded. If the employee avails of additional maternity leave, they may take the parent's leave after both have concluded.
After Paternity Leave	Employees who qualify for Paternity Leave may need to consider discharging their Paternity Leave before availing of Parent's Leave as Paternity Leave must commence within 26 weeks of the child's birth.

8. Policy Review

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

9. Relevant Legislation

- Parent's Leave and Benefit Act 2019

END POLICY



THE PROCESS

How do I apply for Parent's Leave

Application and Approval Process	<p>An application must be made using the parent's leave application form and in consultation with the Head of School/Area.</p>
	<p>The Head of School/Area will review the application and consider whether it is possible to facilitate Parent's Leave as requested.</p> <p>All leave arrangements must take into consideration the needs of the staff member and the School/Area.</p>
	<p>The University has the right to postpone an application for Parent's Leave subject to normal restrictions under the Act.</p>
	<p>The completed application and supporting documents should be emailed hr@tcd.ie not later than six weeks in advance of the proposed commencement date of parent's leave.</p>
	<p>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.</p>
	<p>Once the application is approved by the University, the staff member must apply for Parent's Benefit online at www.services.mywelfare.ie The staff member must have a verified MyGovID account to use www.services.mywelfare.ie. Please visit www.mygovid.ie to get a verified MyGovID account.</p>



	<p>The employee will need the child's PPSN to complete the application.</p> <p>If the employee 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.</p>
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Notice requirements	<p>Employees intending to avail of Parent's Leave must notify their Head of School/Area at least six weeks in advance of their intention to take Parent's Leave.</p> <p>Where Trinity College is not the same employer from whose employment maternity or adoptive leave has been taken, the employee 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.</p>
Postponement of Parents leave by Trinity College	<p>In certain limited circumstances the University may need to exercise its right to postpone for up to 12 weeks their employee'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:</p> <ul style="list-style-type: none">• seasonal variations in the volume of work concerned,• the unavailability of a person to carry out your duties during the period of the leave,• the nature of your duties,• the number of other colleagues availing of Parent's Leave during



	<p>the period</p> <p>If this postponement results in the child reaching two years of age before the leave has been drawn down, the 104 weeks cap will be extended by up to 12 weeks.</p>
Early Birth	<p>Where the birth of the child occurs four or more weeks prematurely, an employee 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 seven days commencing on the date of birth.</p>
Postponement of Parent's Leave due to late birth/postponed adoption placement	<p>An employee 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.</p>
Postponement of Parent's Leave when the child is hospitalised	<p>If the child is hospitalised, the employee may request in writing to postpone all or part of their Parent's Leave. The postponed leave is to be taken not later than seven days after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and the University.</p>

END PROCESS



**Application for Parent’s Leave
(Under Parent’s Leave and Benefit Act 2019)**

Section 1 – To be completed in full by the employee

Employee Name:	Employee ID No:
Employee Email:	Employee contact number:
Department:	Home Address:
Full Time: <input type="checkbox"/>	
Part Time: <input type="checkbox"/> Hours & pattern of work (if part time) _____	

PARENT’S LEAVE REQEUST 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 certification confirming the pregnancy and specifying the expected date of confinement/birth or date of placement of child)

Proposed Start date: _____ **Proposed End Date:** _____

Proposed return to work date: _____

The leave must be taken as one continuous period of seven weeks or separate periods of not less than one week. The entire period of seven weeks must be taken during the first two years (104 weeks) from the birth of the child or date of placement for adoption.

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 and all necessary documentation 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 (where relevant)**

- 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 found to be abusing this leave may be subject to disciplinary action in line with the University disciplinary procedures.
