



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA145
<b>Title</b>	Parent's Leave
<b>Policy Owner</b>	Director of Human Resources
<b>Date</b>	12/01/2021; Latest review date: 04/07/2024
<b>Approved By</b>	University Management Team

#### **1.0 Purpose**

Under the terms of the Parents Leave and Benefit Act 2019 and the Family Leave and Miscellaneous Provisions Bill 2021, parent's leave is available to eligible employees to allow them time off from work within two years of the birth or adoption of their child or the child of their spouse or partner. Employees will not receive a salary from the University while on parent's leave, but are entitled to parent's leave benefit from the Department of Social Protection, provided they have the necessary PRSI contributions.

#### **2.0 Description**

Parent's leave is available to employees who are deemed to be the "relevant parent" of a child. Such employees are entitled to take nine weeks parent's leave within two years of the birth/placement of a child. Parent's leave will only apply to births/placements that take place on or after 1<sup>st</sup> November 2019.

#### **3.0 Eligibility**

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. Parent's leave is non-transferrable between relevant parents.

There is no minimum service period required in order to qualify for parent's leave.

#### **4.0 Duration of Leave**

An employee who is a relevant parent may avail of parent's leave in periods of not less than one week at a time up to a maximum of nine weeks total. The leave will commence on the date the relevant parent selects in their application form, provided this date is within two years of the birth/placement of the child for whom the leave is being taken. In the case of multiple births, or where two or more children are being adopted at the same time, only a single nine-week entitlement to parent's leave applies.



## 5.0 Application Process and Notice Period

The [parent's leave application form](#) must be approved by the employee's Head of School/Unit and submitted to Employee Relations, the HR Office a minimum of six weeks before the proposed start date of the leave.

## 6.0 Postponement of Leave by the University

In certain circumstances the University may need to exercise its right to postpone an employee's intended parent's leave commencement date for up to 12 weeks. Postponement may take place where the University is satisfied that the taking of parent's leave at the time specified in the application would have a substantial adverse effect on University operations/business by reason of:

- seasonal variations in the volume of work concerned
- the unavailability of a person to carry out the employee's duties during the period of the leave
- the nature of the employee's duties
- the number of other colleagues availing of parent's leave during the period

If this postponement results in the child reaching two years of age before the leave has been drawn down, the two-year cap can be extended by up to 12 weeks.

## 7.0 Notice Obligations in Case of Early Birth

Where the birth of the child occurs four or more weeks prematurely, the employee will be deemed to have complied with their obligations regarding the minimum notice period if notice is given within 7 days of the date of confinement.

## 8.0 Postponement of Leave Due to Late Birth/Postponed Placement

An employee may postpone a period of parent's leave where the date of birth occurs after the date selected in their application or where the date of placement is postponed in the case of adoption. The employee may select another date on which parent's leave will commence.

## 9.0 Postponement of Leave Due to the Hospitalisation of the Child

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 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.

## 10.0 Parent's Benefit

During parent's leave, employees who have the necessary PRSI contributions are entitled to parent's leave benefit from the Department of Social Protection. This state-paid parent's leave benefit is €274 per week. Employees will not receive a salary from the University while on Parent's Leave.



### 11.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
All Staff	Give six weeks' notice of intention to avail of this leave, completing the appropriate application form
Line Manager	Initial approval of leave application; Read and comply with this leave policy and ensure the leave application is reviewed and submitted to HR promptly
Human Resources Office	Final approval of leave application; Review this policy on a regular basis in light of any changes in legislation

### 12.0 Related Documentation

- [Parent's leave application form](#)