



# GRIFFITH COLLEGE

## HR PARENTAL LEAVE POLICY

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## HR PARENTAL LEAVE POLICY

### 1 Introduction

There are a variety of circumstances where employees will be required to take periods of leave to fulfil their role as a parent. In many cases, such leave is provided for under the legislation. As an equal opportunities and inclusive employer, Griffith College complies with the Acts and this policy sets out the basis on which it makes provision for these entitlements to be made available, as required, to its employees. In all cases, the College seeks to ensure that employees understand their entitlements and the support available.

In conjunction with this policy, employees should refer to Parental Leave Acts 1998 to 2019.

### 2 Purpose

The aim of this policy is to set out the main provisions which allow natural parents, adoptive parents, and persons acting in loco parentis with respect to an eligible child to take to Parental Leave.

Employees in Ireland are entitled to 26 weeks of unpaid parental leave to care for their child, in accordance with the Parental Leave Acts, 1998 to 2019.

### 3 Age of Child

Leave can be taken in respect of a natural child up to twelve years of age.

If a child was adopted between the age of ten and twelve, leave with respect to that child may be taken up to two years after the date of the adoption order.

In the case of a child with a disability, leave may be taken up to 16 years of age.

An extension may be allowed where illness or other incapacity prevents the employee from taking leave within the normal period.

### 4 Eligibility



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Any full-time employee with one year's continuous employment who is a natural or adoptive parent is entitled to 26 weeks of unpaid leave to enable him/her to take care of his/her child. Where an employee has more than one child, parental leave is limited to 26 weeks in a 12-month period. In the case of multiple births, the entitlement is 26 weeks for each child.

Employees who have less than one year's employment are entitled to parental leave after three months of employment in the College. The parental leave entitlement in this case is one week's unpaid leave for each month of employment.

Permanent part-time employees will be entitled to unpaid parental leave on a pro-rata basis. The parental leave entitlement is calculated in the average number of hours worked in the 14 weeks prior to the commencement of the leave.

The 26 weeks per child may be taken in one continuous period or in separate blocks of a minimum of six weeks. On agreement with the College, parental leave may be broken down into pre-planned time off.

If the College employs both parents, you may apply to transfer 26 weeks of your Parental Leave entitlement to each other. In all other cases, parental leave is non-transferable.

If the employee commences employment with the College and has used part of their Parental Leave allowance with a previous employer, they can use the remainder after one year's employment with the College provided the child is still under the qualifying age.

## 5 Statutory Rights While on Parental Leave

All employment, rights are protected while on Parental Leave, other than the right to remuneration or any obligation to pay contributions in respect of the employment.

Public holidays, annual leave, maternity leave or sick leave are not considered to be part of Parental Leave. All public holidays that fall during the period of parental leave will be added to the end of the leave.

If the parent becomes sick while on Parental Leave and is unable to care for his/her child, the leave can be suspended for the duration of the sick leave and resume after the illness. In this case, the normal sick leave procedure applies, and medical certification must be provided.

Periods of training or probation will be extended to account for the number of weeks absent due to Parental Leave.

## 6 How to Apply for Parental Leave



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Requests for Parental Leave must be submitted to the employee's Line Manager and the Human Resources Department in writing, a minimum of 6 weeks prior to the proposed date of commencement. A Parental Leave Notification Form must be completed, signed and accompanied by a birth certificate for the child.

Human Resources will produce a Parental Leave Confirmation Form for the employee to sign at least 4 weeks prior to the date of commencement. The College and the employee will hold signed copies of the Parental Leave Notification.

Employees will return to their normal job on completion of their period of parental leave, in so far as is practicable.

Employees can request a change in work pattern or alter the working hours when returning from Parental Leave. The College will consider the request and update the employee accordingly.

Should an employee decide not to return to work after their period of parental leave, the normal notice period is required.

Employees found abusing their entitlement to parental leave will immediately have their parental leave entitlement terminated which is considered to be misconduct and may be subject to a disciplinary process.

## 7 Alterations or Postponement

In cases where the proposed leave could have an adverse effect on the business, The College has the right to postpone its commencement for up to six months. Such a requirement will always be discussed with the employee, and then put formally in writing.

## 8 Social Insurance Contributions

The College is responsible for contacting the Records Section of the Department of Social Protection detailing the weeks the employee has not worked to ensure the employee can get credited PRSI contributions for this time.

## 9 Parental Leave Confirmation Notice

This Confirmation Document is in accordance with the Parental Leave Acts 1998, to 2019. The employee must sign this document at least 4 weeks prior to the date of commencement of Parental Leave.



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## HR PARENTAL LEAVE POLICY

Name of Employee: \_\_\_\_\_

Job title of employee: \_\_\_\_\_

Contact Number \_\_\_\_\_

Department: \_\_\_\_\_

Date of Commencement of Parental Leave: \_\_\_\_\_

Duration of Parental Leave: \_\_\_\_\_

The manner in which the Leave will be taken: \_\_\_\_\_

Date of return to work: \_\_\_\_\_

Employee, I confirm that I wish to take Parental Leave, as outlined above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager Signed: \_\_\_\_\_

Date: \_\_\_\_\_

HR Department Signed: \_\_\_\_\_

Date: \_\_\_\_\_