



GRIFFITH COLLEGE

HR PARENT'S LEAVE

1 INTRODUCTION

2 PURPOSE

3 ELIGIBILITY

4 PAYMENT DURING PARENT'S LEAVE

5 STATUTORY RIGHTS WHILE ON PARENT'S LEAVE

6 APPLYING FOR PARENT'S LEAVE AND BENEFIT

7 POSTPONEMENT OF PARENT'S LEAVE

8 SOCIAL INSURANCE CONTRIBUTIONS

9 PARENT'S LEAVE APPLICATION FORM



GRIFFITH COLLEGE

HR PARENT'S LEAVE

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. 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 the Parent's Leave and Benefit Act 2019 which came into effect in Ireland on the 1st of November 2019.

2 Purpose

The aim of this policy is to offer clarity on main provisions of the provides seven weeks of statutory leave for a relevant parent within the two years of a child's life, or in the case of adoption, within two years of the placement of the child with the family. Parent's leave is available to each parent.

Who is a relevant parent?

- A parent of the child
- A spouse, civil partner or cohabitant of the parent of the child
- A parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act 2015
- The adopting parent or parents of a child
- The spouse or civil partner of the adopting parent of the child (if the parents have not adopted the child together).

3 Eligibility

The Parent's Leave and Benefit Act 2019 provides an entitlement for both parents to take seven weeks Parent's Leave before their child's second birthday, or in the case of adoption, within one year of the placement of the child with the family.

This relates only to the birth or placement of a child from 1st November 2019. Parents can take the leave one week at a time or take the seven weeks together. This leave is separate from Maternity, Paternity and Parental Leave.

Parent's Leave cannot start while an employee is on maternity leave but can start from the day maternity leave (including any unpaid additional maternity leave) ends.

4 Payment During Parent's Leave



GRIFFITH COLLEGE

HR PARENT'S LEAVE

Parent's Leave is unpaid by the College and any employee availing of it will not receive salary payment for the duration of the leave.

Employees will be entitled to a Parent's Leave Benefit payment, paid by the Department of Social Protection (DSP), provided sufficient social insurance PRSI contributions have been made.

Parent's leave cannot be transferred between parents – except in specified circumstances such as the death of one of the parents.

5 Statutory Rights While on Parent's Leave

All employment rights are protected while on Parent's 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 Parent's Leave.

All public holidays that fall during the period of Parent's Leave will be added to the end of the leave.

If the parent becomes sick while on Parent's 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 Parent's Leave.

6 Applying for Parent's Leave and Benefit

An Employee must advise their line manager and HR of their intention to avail of Parent's Leave at least 6 weeks in advance of the anticipated start date and must submit the 'Parent's Leave Benefit' form to HR.

Applications received later than this may not be processed through payroll in time resulting in a salary overpayment. Any overpayment will be recouped from the employee in the next available payroll.

An employee must apply for Parent's Leave Benefit with DSP at least 4 weeks before the leave is due to start.

Applications can be made online at www.mywelfare.ie. If unable to apply online, an employee can request a Parent's Benefit application form by emailing or phoning the 'Parent's Benefit Section' of the DSP at 0818 690 690.



GRIFFITH COLLEGE

HR PARENT'S LEAVE

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

7 Postponement of Parent's Leave

There may be some cases where the commencement date for Parent's Leave may need to be postponed once if the absence of the employee would have a substantial impact on the operation

of the team/division. In such cases, the employee will be consulted at least 4 weeks before the date on which the leave was expected to start. The line manager and employee should agree on the revised date for the leave, which should be no later than 12 weeks after the original date.

8 Social Insurance Contributions

Employers are responsible for contacting the Records Section of the Department of Social and Family Affairs detailing the weeks the employee has not worked to ensure the employee can get credited PRSI contributions for this time.

9 Parent's Leave Application Form

The Parent's Leave and Benefit Act 2019 provides seven weeks of statutory leave for a relevant parent within the first two years of a child's life, or in the case of adoption, within two years of the placement of the child with the family. Parent's leave is available to each parent.

An employee must submit this document at least 6 weeks prior to the date of commencement of Parent's Leave.



GRIFFITH COLLEGE

HR PARENT'S LEAVE

APPLICATION FORM TO REQUEST PARENTS LEAVE

Parent's Leave Benefit should be applied for through Department of Social Protection (DSP) at least 4 weeks before the leave is due to start.

Applications can be made online at www.mywelfare.ie. If unable to apply online, a Parent's Benefit application form can be requested by emailing or phoning the 'Parent's Benefit Section' of the DSP at 0818 690 690..

Please include with the application form a copy of a medical certificate confirming pregnancy and the expected birth date of the child.

Name of Employee: _____

Contact Number _____



GRIFFITH COLLEGE

HR PARENT'S LEAVE

Department: _____

Line Manager: _____

Expected date of birth or adoption of child:

Proposed dates of Parent's Leave: _____

Signed: _____ Date: _____

Line Manager

Signed: _____ Date: _____