



# GRIFFITH COLLEGE

## HR PATERNITY LEAVE POLICY

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## HR PATERNITY 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 [Paternity Leave and Benefit Act 2016 \(the "2016 Act"\)](#).

### 2 Purpose

The aim of this policy is to offer clarity on the 2016 Act which provides two weeks of statutory leave for a new relevant parent other than the mother of the child. This leave can be taken any time in the first 26 weeks after the birth or adoption.

Under the Act, a relevant parent for the purposes of paternity leave entitlement includes:

- The father of the child
- The spouse, civil partner or cohabitant of the mother of the child
- The parent of a donor-conceived child

In the case of an adopted child, the relevant parent includes the spouse, civil partner or cohabitant of the "qualifying adopter" of the child (as defined in the Adoptive Leave Act 1995 (as amended)).

### 3 Eligibility

Under the 2016 Act, any relevant parent other than the mother of the child, whose child was born recently or who has recently adopted a child is entitled to 2 weeks Paternity Leave. This also includes casual and part-time workers.

Paternity Leave can be taken at any time within the first 26 weeks of the child's birth or adoption.



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Two weeks of Paternity Leave must be taken consecutively.

### 4. Payment During Paternity Leave

All eligible employees are entitled to take 2 weeks of Paternity Leave. This is unpaid leave.

An employee may qualify for Paternity Benefit from the Department of Employment Affairs and Social Protection if they have sufficient PRSI contributions. Applications should be made directly to the Department of Employment Affairs and Social Protection (DEASP). Further information can be found at the link below. Please familiarise yourself with the relevant and other notice requirements. On request, the College will provide to you or the DEASP any information and documentation required in order to process your application for Paternity Benefit.

- <https://www.gov.ie/en/service/apply-for-paternity-benefit/>.

### 5 How to Apply for Paternity Leave

The employee must submit a request for Paternity Leave by completing the Paternity Leave application form at least 4 weeks prior to the commencement of the Paternity Leave and must provide the Human Resources Department with a medical certificate confirming the pregnancy and the expected birth date of the child. The requirements for adoptive parents are different. Please contact the HR Department who can advise you on what is required.

### 6 Postponing Paternity Leave

The 2016 Act provides for the postponement of Paternity Leave in certain circumstances. For example, if the birth is later than expected or if the date of placement of an adopted child is postponed, an employee may postpone the date of the leave.

Under Section 11 of the 2016 Act, if an employee is sick before your Paternity Leave starts, they may postpone the leave until they have recovered. Employees should notify their Line Manager and HR in writing and provide evidence of your illness.

If an employee's baby is hospitalised, they can ask their employer in writing if they can postpone all or part of their Paternity Leave.

### 7 Returning to Work



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In accordance with Section 23 of the 2016 Act, employees are entitled to return to work at the same job with the same contract of employment.

### 8 Statutory Rights While on Paternity Leave

The Paternity Leave is treated as though you have been in employment, and this time can be used to accumulate annual leave and public holiday entitlement.

### 9 Social Insurance Contributions

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.

### 10 Paternity Leave Application Form

Please complete the following form and include with it a copy of a medical certificate confirming pregnancy and the expected birth date of the child or other evidence required where you are an adoptive parent.

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

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

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

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

Expected date of birth or adoption of child: \_\_\_\_\_

Proposed dates of Paternity Leave: \_\_\_\_\_

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

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



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Line Manager Signature: \_\_\_\_\_

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

HR Department Signature: \_\_\_\_\_

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