Sample Paternity Leave Policy

**Scope**

This policy applies to all Fathers, or the Spouse, Civil Partner or Co-Habitant of a new Mother or relevant adopting Parent. In the event of a joint adoption by a same-sex couple, whichever spouse does not avail of maternity/adoptive leave will be covered by this policy.

**Application**

Under this policy, the above is entitled to two weeks Paternity Leave upon the birth or adoption of your child for the purpose of providing care to the child, or to support the Mother or Adopting Parent.

During this two-week period, the employee may be entitled to claim a Social Welfare Payment, known as Paternity Benefit, from the Department of Social Protection, provided they have enough PRSI contributions.

Paternity Leave must be taken in one consecutive 2-week block and must be used within 26 weeks of the birth or placement of the child.

You must provide at least 4 weeks’ notice in writing to RELEVANT PERSON of your intention to take Paternity Leave. This notice should outline the expected Commencement Date, in addition to your expected Return to Work Date. The commencement date may not be prior to the birth or placement of the Child.

If the birth date or placement date is earlier than expected you must make the company aware as early as is reasonably practicable. If the birth date or placement date is later than expected you may choose another date upon which your paternity leave will commence.

**Postponement of Paternity Leave**

You may postpone your Paternity Leave in the event of you becoming sick prior to the taking of the leave. You must provide written notice, as soon as is reasonably practicable, but not later than the intended commencement date of your leave of your intention to postpone your leave due to illness. The leave must then commence no later than 7 days after which you are no longer sick, or on a date agreed with the company. Notwithstanding this, the postponed leave will end not later than 28 weeks after the date of birth or placement.

In addition, you may request to postpone your Paternity Leave in the event of the hospitalisation of the child for whom the leave is taken. The request must be submitted in writing to RELEVANT PERSON A decision in relation to your request will be communicated to you as soon as is reasonably practicable. If your leave is postponed in such a way you will be expected to return to work immediately, or to continue working if the leave has not already commenced. If at any stage during this postponed leave you are absent from work due to sickness your postponed leave will be considered to have commenced or recommenced, unless you specifically state in writing that you do not intend your leave to (re)commence at this time.

**Breach of Policy**

Paternity Leave is granted for the sole purpose of providing care to the child, or support to the Mother or adopting parent. If the company has any reason to suspect that the leave is not being used for this purpose, the leave may be terminated and you may be subject to serious disciplinary action, up to and including dismissal.

Paternity Leave Notification Form

**Personal Details**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part- Time  Full-Time 

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paternity Leave Details**

Date of Birth of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencement Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Return Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt of Confirmation of Birth Yes  No 

**Signed**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager