Sample Parent’s Leave Policy

**Scope**

This policy applies to all relevant parents. A “relevant parent” is taken to mean a parent of the child, the 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 the child, the spouse, civil partner or spouse of the adopting parent of the child (if the parents have not adopted jointly) or each member of a married couple of the same sex, a couple that are civil partners of each other, or a cohabiting couple of the same sex

**Application**

Under this policy, the above is entitled to five weeks Parent’s Leave upon the birth or adoption of your child.

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

Parent’s Leave must be taken in one consecutive 5-week block or in blocks of no less than one week and must be used within two years of the birth or placement of the child.

You must provide at least 6 weeks’ notice in writing to RELEVANT PERSON of your intention to take Parent’s 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 parent’s leave will commence.

**Postponement of Parent’s Leave**

You may postpone your Parent’s 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.

COMPANY NAME reserves the right to postpone an application for parents leave for up to 12 weeks for any of the following reasons:

* Seasonal variations in the volume of work
* No replacement to carry out your work
* The nature of your duties
* The number of other employees also taking parent’s leave
* Any other relevant matters

**Breach of Policy**

If the company has any reason to suspect a breach of policy, the leave may be terminated and you may be subject to serious disciplinary action, up to and including dismissal.

Parent’s Leave Notification Form

**Personal Details**

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

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Parent’s 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