Parent’s Leave Policy

**Scope**

This policy applies to all operational employees of COMPANY

**Purpose & Aims**

The Parent’s Leave and Benefit Act 2019 amended by the Family Leave and Miscellaneous Provisions Act 2021 provides seven weeks statutory leave for a relevant parent for children born or adopted after July 2022 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.

The purpose of this policy is to provide seven weeks statutory leave for a relevant parent. Parent’s leave is available to each parent. In the event of a multiple birth, or more than one child being adopted at any one time, each parent will be entitled to one period of Parents Leave only (i.e. 7 weeks).

**Relevant Parents**

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).

**Applying for Parent’s Leave**

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

COMPANY does not provide pay during Parents Leave. During Parents Leave employees may be entitled to receive a Parents Leave Benefit from the Department of Social Protection. Applications for Parents Benefit should be made direct to the Department of Social Protection.

Parent’s Leave must be taken in one consecutive 7-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.

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**

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 matter

**Protection of Employment Rights**

**•** All employees’ rights are protected while on Parent’s leave.

• Though the employee will not be working, public holidays and annual leave will continue to accumulate.

• Parent’s leave is regarded as reckonable service.

**Abuse of this Policy**

Employees found abusing their entitlement to Parent’s Leave will immediately have their leave entitlement terminated and will be dealt with in accordance with the Company’s Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

**Related Policies, Procedures & Processes**

This policy should also be read in conjunction with:

• Grievance Policy

• Disciplinary Policy

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