

Parent's Leave Application Form – HR 108 (T)

The Parent's Leave and Benefit Act 2019 provides that employees who are "relevant parents" are entitled to leave from work for the purpose of enabling them to provide, or assist in the provision of, care to the child within 12 months of the birth or adoption placement date of the child.

This form is to be used by employees wishing to apply for Parent's Leave and should be submitted at least 6 weeks prior to the requested date of commencement of parent's leave for review and approval. Please note that an employer may postpone parent's leave in certain circumstances.
Where applicable, please complete Online, print off, sign, scan and forward to your local processing unit.

Section 1. To be completed by the employee									
Surname:	First Name:								
Grade:	Personnel No:								
Location:	PPS No:								
Expected date of confinement or the date of birth, OR									
Expected date of adoption placement or date of adoption									
Section 2. To be completed by the employee									
Please indicate how you are a "relevant parent" (tick the appropriate Circle)									
In the case of an adoption -									
(i) The adopting mother or sole male adopter of the child									<input type="checkbox"/>
(ii) The spouse, the civil partner or cohabitant of the adopting mother or sole male adopter of the child									<input type="checkbox"/>
(iii) Where the child is being adopted jointly -									<input type="checkbox"/>
(i) Each one of a married couple of the same sex									<input type="checkbox"/>
(ii) Each one of a couple that are civil partners of each other									<input type="checkbox"/>
(iii) Each one of a cohabiting couple of the same sex									<input type="checkbox"/>
In any other case -									
(i) A parent of the child									<input type="checkbox"/>
(ii) The spouse, civil partner or cohabitant of the parent of the child									<input type="checkbox"/>
(iii) A parent of a donor - conceived child as provided for under the Children and Family Relationships Act 2015									<input type="checkbox"/>
Signature:	Date:								

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Section 3. Please Give Details of the manner in which you propose to take the leave

Week one from:											To:										
Week two from:											To:										

The two weeks leave may be taken as (A) Continuous period of two weeks or (B) Separate blocks of one week each

Section 4. To be completed by the line manager

I have checked the details and relevant documentation provided by the employee and confirm that the employee is eligible to take parent's leave in accordance with the Act of 2019.

Signature:	Date:						
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Name:	Grade:
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Please indicate that you have noted relevant documents (see note 4, document required)

Contact Phone Number :

Email Address:

Explanatory Note on Parent's Leave

Please refer to HSE HR Circular (035/2019) on Parent's leave.

1. This is a new form of statutory leave that can be taken in the first year of the child's life. This leave is a stand alone entitlement with no sharing permitted and does not affect any existing entitlement to statutory leave i.e. maternity, adoptive, paternity and paternal leave.

The Parent's Leave and Benefit Act 2019 provides for the payment of Parent's Benefit from the Department of Employment Affairs and Social Protection (DEASP) to employees who have made the requisite PRSI contributions and information is available on the (DEASP) website. <http://www.welfare/en/Pages/parent-benefit.aspx>
Health Service employees are **NOT ENTITLED** to payment from their employer during parent's leave.

2. The two weeks leave can be taken as

- (A) a continuous period of two weeks, or
- (B) separate blocks of one week each

3. **Entitlement to Parent's Leave**

An employee must meet the definition of a “relevant parent” in order to avail of parent’s leave. The employee should fall under one of the following categories :

(A) In the case of an adoption -

- (i) the adopting mother or sole male adopter of the child,
- (ii) the spouse, civil partner or cohabitant of the adopting mother or sole male adopter of the child
- (iii) where the child is being adopted jointly -
 - (i) Each one of a married couple of the same sex,
 - (ii) Each one of a couple that are civil partners of each other, or
 - (iii) Each one of a cohabiting couple of the same sex.

(B) In any other case -

- (i) A parent of a child,
- (ii) the spouse, civil partner or cohabitant of the parent of the child, or
- (iii) A parent of a donor - conceived child as provided for under the Children and Family Relationships Act 2015.

4. **Documentation Required**

The documents that may be required to support an application for parent's leave are as follows:

In the case of a birth :

1. A copy of the medical certification as provided by the mother to her employer or other appropriate certificate from a registered medical practitioner confirming the pregnancy and specifying the expected date of birth of the child concerned, or
2. A copy of the birth certificate where notification is given after the birth

In the case of an Adoption:

1. A copy of the placement certificate where notification is given after the day of placement,
2. In the case of an inter-country/foreign adoption, a declaration of suitability and eligibility prior to the day of placement followed by written confirmation of the placement.

The entitlement to parent's leave is non transferable and sharing between employees is not permitted.

An employee who is a relevant parent in more than one capacity in respect of a child is entitled to two weeks' parent's leave in total.

Where the birth of a child is part of a multiple birth or a person adopts 2 or more children at the same time , the employee is entitled to two weeks parent's leave in total.

For further information , please refer to HSE HR Circular (035/2019) on Parent's leave. See link <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-035-2019-re-parent-s-leave-and-benefit-act-2019.pdf>