



Dundalk Institute of Technology Guidelines & Notification of Intention to take Paternity Leave

Relevant parents employed in DkIT, who meet the requirements outlined below, are entitled to 2 weeks consecutively (10 working days) paid leave on the birth of a child. Paternity Leave with pay is available to permanent and temporary staff members and those employees on fixed term contracts that satisfy the following criteria :

1. Applicants must have a contract of more than one year.
2. Applicants must have completed continuous service of more than twelve month. Job sharers will be treated on a pro rata basis.
3. Paternity Leave may be taken at the time of birth up to 26 weeks after the birth.
4. If you intend taking Annual Leave following Paternity Leave, this must be agreed in advance with the Head of Department/School.

This form should be completed and returned to the Human Resource Office

Under the, [Parental Leave Act 1998](#), as amended by the [Parental Leave Act 2006 \(Amendment\)](#) I hereby notify the Institute of my intention to take Paternity Leave as the relevant parent of the child mentioned below;

Name of Child: _____	Date of Birth: _____
Name of Employee: _____	Payroll No: _____
School/Department: _____	Ext. No: _____
My Paternity Leave will commence on: ____ / ____ / ____	
My Paternity Leave is due to end on: ____ / ____ / ____	
Total no of days requested : _____	
Proposed date of return to work: ____ / ____ / ____	

I confirm that I have read the Institute guidelines for staff taking Paternity Leave as above, and I undertake to fulfil my obligations under the Parental leave Act 2006, as outlined in the guidelines.

Signed: _____ Employee	Date: _____
Approved: _____ Head of School/Department	Date: _____
Approved: _____ Human Resource Manager	Date: _____