



Notification of intention to take parent's leave

Guidance note for employees:

- Parent's leave will apply to births/placements that take place on or after the 1st November 2019.
- Parent's leave and social welfare benefit is available to eligible members of staff to allow them time off from work within the first year of the birth or adoption of their child or the child of their spouse or partner.
- An employee who is a "relevant parent" of a child born or placed (in the case of adoption) after 1st November 2019 may avail of two weeks parent's leave.
- Parent's leave must be taken in periods of not less than one week at a time.
- There is no minimum service period with the Institute required to qualify for parent's leave.
- Parent's leave must be taken within 52 weeks of the child's birth or placement in the case of adoption.
- This form must be completed by the employee concerned not later than six weeks before the expected commencement of the leave.
- Where the Institute is not the same employer from whose employment maternity or adoptive leave has been taken, an employee is required to include a copy of the medical, or other appropriate certificate confirming the pregnancy and specifying the expected week of confinement / birth or date of placement of the child.
- During parent's leave employees who have the necessary PRSI contributions are entitled to parent's benefit from the Department of Employment Affairs and Social Protection.
- Please see Dundalk Institute of Technology Parent's Leave Policy for further information.

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Personal Details	
Name of employee:	
Department:	
Employee Number:	

Parent's Leave Details	
Name of child: (if name not known, write 'baby, surname')	
Date of birth/placement of the child: <ul style="list-style-type: none"> (if applying in advance of the birth/placement, or where Dundalk Institute of Technology is not the same employer from whose employment maternity or adoptive leave has been taken, please include medical, or other appropriate certificate confirming the pregnancy and specifying the expected week of confinement / birth or date of placement of the child. 	Day ____ Month ____ Year ____
<p>I declare that I am a relevant parent.</p> <hr/> <p>The employee should also provide the following documentation where applicable</p> <ul style="list-style-type: none"> • medical certificate confirming the expected date of birth, or • a copy of a birth certificate, or • a copy of the declaration of suitability, or • a copy of the certificate of placement. 	

Parent's Leave Dates	
Commencement date:	Day ____ Month ____ Year ____
Return to work date:	Day ____ Month ____ Year ____

Declaration

I declare that the information given above is accurate and complete.

Signed: _____ Date: _____ (Employee)

Signed: _____ Date: _____ (Institute HR)

Parent's leave must be used to assist in the provision of care to the child or to provide This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to disciplinary action in line with the Institute's disciplinary procedures.