



## Paternity Leave Policy

### Version 2

Purpose:	The purpose of the Paternity Leave Policy is to support staff through the process of applying for this leave and inform them of their rights under the Paternity Leave and Benefit Act 2016
Circulation:	This document is available for all to review and will be published on the Institute's website.
Policy author:	Human Resource Department & EDI Office
Policy Owner:	Vice President for Finance, Resources & Diversity
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## 1. Introduction

Paternity Leave entitles the relevant parent to take two weeks paid paternity leave, which must commence within the first 26 weeks of the birth/adoption of a child. Subject to eligibility and notification criteria being met, paternity leave will apply to births/placements that take place on or after the 1 September 2016.

A 'relevant parent' is:

- the father of the child;
- the spouse, civil partner or cohabitant, of the parent of the child;
- the parent of a donor-conceived child;
- adopting parent; or
- the nominated spouse chosen by a married couple of the same sex who have jointly adopted or are in the process of jointly adopting a child.

## 2. Eligibility

Paternity leave is available to all employees who are deemed to be the "relevant parent" of a child. Only one person who is a relevant parent in relation to a child is entitled to paternity leave in respect of that child. There is no minimum service requirement in order for an employee to be eligible for paternity leave.

## 3. Application Procedure


As soon as possible, and not later than four weeks before the period of paternity leave is due to start, an employee who intends to take paternity leave must complete the Paternity Leave Application Form, which can be found on the Human Resources website.

The request must specify the commencement date of the period of paternity leave.

Once the application has been approved by the Head of Department/Function it should be submitted to the Human Resources Office for processing. Human Resources will liaise with the employee directly to take any necessary follow-up action, including making arrangements for the completion of the Social Welfare Paternity Benefit Form (PB2) and confirmation of the expected date of birth or adoption.

A relevant parent is entitled to two continuous weeks' paid leave in respect of births & adoptions from September 2016. Payment will be at the rate set by the Department of Social Protection, subject to a person having the appropriate PRSI contributions. This is the same as the current rate of maternity benefit. Similar to maternity leave, the institute may top up paternity benefit.

## Appendix 1

	<p style="text-align: center;"><b>Dundalk Institute of Technology</b>  <b>Guidelines &amp; Notification of Intention to take</b>  <b>Paternity Leave</b></p>
<p>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 :</p> <ol style="list-style-type: none"> <li>1. Applicants must have a contract of more than one year.</li> <li>2. Applicants must have completed continuous service of more than twelve month. Job sharers will be treated on a pro rata basis.</li> <li>3. Paternity Leave may be taken at the time of birth up to 26 weeks after the birth.</li> <li>4. If you intend taking Annual Leave following Paternity Leave, this must be agreed in advance with the Head of Department/School.</li> </ol>	
<p style="text-align: center;">This form should be completed and returned to the Human Resource Office</p>	
<p>Under the, <a href="#">Parental Leave Act 1998</a>, as amended by the <a href="#">Parental Leave Act 2006 (Amendment)</a> I hereby notify the Institute of my intention to take Paternity Leave as the relevant parent of the child mentioned below;</p> <p><b>Name of Child:</b> _____ <b>Date of Birth:</b> _____</p> <p><b>Name of Employee:</b> _____ <b>Payroll No:</b> _____</p> <p><b>School/Department:</b> _____ <b>Ext. No:</b> _____</p> <p><b>My Paternity Leave will commence on:</b> ____ / ____ / ____</p> <p><b>My Paternity Leave is due to end on:</b> ____ / ____ / ____</p> <p><b>Total no of days requested :</b> _____</p> <p><b>Proposed date of return to work:</b> ____ / ____ / ____</p>	
<p><b>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.</b></p> <p><b>Signed:</b> _____ <b>Date:</b> _____  Employee</p> <p><b>Approved:</b> _____ <b>Date:</b> _____  Head of School/Department</p> <p><b>Approved:</b> _____ <b>Date:</b> _____  Human Resource Manager</p>	